

TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, March 1, 2022 at 9:00 a.m.

Times are estimates only.

PUBLIC QUESTION PERIOD – Before meeting is called to order

- 9:00-9:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
 2. Agenda for the March 1, 2022 Regular Meeting of Council
- 9:05-10:05 **B. PUBLIC HEARINGS**
1. **Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan**
 - (1) Introduction
 - (2) Administrative Presentation
 - (3) Public Verbal Submissions
 - (4) Public Written Submissions
 - (5) Council Questions of the Applicant
 - (6) Closing Comments from Administration
 - (7) Council Questions of Administration
 - (8) Closure of Public Hearing
- C. DELEGATIONS – None**
- 10:05 **D. APPROVAL OF MINUTES**
1. Minutes of the February 1, 2022 Regular Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – None**
- F. UNFINISHED BUSINESS – None**
- 10:05-11:05 **G. BYLAW APPROVAL**
1. **Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan**

Recommendation: That Council give second and third reading to Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan.
- 11:05-11:20 **Meeting Break**

- 11:20-11:50 **2. Non-Profit Community Organizations Exemption Bylaws**
Recommendations: That Council
- 1) give first, second, and third reading to Bylaw 2022-02 Non-Profit Community Organizations Exemption Bylaw.
 - 2) give first, second, and third reading to Bylaw 2022-03 Calgary Scope Society 2022 Transitional Property Tax Exemption Bylaw.
 - 3) rescind motion 69-2018: that Council direct administration to draft a policy and/or bylaw to guide future Council decision making regarding property tax exemption.

H. NEW BUSINESS

- 11:50-12:05 **1. PL20200429 – Time Extension for Silvertip Block 9**
Recommendation: That Council grant a one-year extension to the endorsement of PL20200429 to February 17, 2023.
- 12:05-12:25 **2. Community Grant Policy Amendment**
Recommendations: That Council
- 1) approve the Community Grant Policy as presented
 - 2) direct administration to return with a recommendation for a Major Event Grant program.
- 12:25-12:30 **3. Appointment of Assessment Review Board General Chair**
Recommendation: That Council appoint Mayor Sean Krausert as the General Chair of the Assessment Review Board until December 31, 2024.
- 12:30-12:35 **4. FRIAA Grant**
Recommendation: That Council approve the submission of an Expression of Interest for the 2022 Forest Resource Improvement Association of Alberta (FRIAA) grant.

Recess

- 4:30-4:35 **5. Appointment of Chief Administrative Officer**
Recommendation: That Council appoint Sally Caudill to the role of Chief Administrative Officer for the Town of Canmore and authorize Mayor Krausert to execute the CAO Contract on behalf of the Town.

I. REPORTS FROM ADMINISTRATION – None

J. NOTICES OF MOTION – None

K. IN CAMERA - None

- 4:35 **L. ADJOURNMENT**

TOWN OF CANMORE
MINUTES
Regular Meeting of Council
Tuesday, February 1, 2022 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Karen Marra	Deputy Mayor
Tanya Foubert	Councillor
Wade Graham	Councillor
Jeff Hilstad	Councillor
Jeff Mah	Councillor
Joanna McCallum	Councillor

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Lisa de Soto	Chief Administrative Officer
Sally Caudill	General Manager of Municipal Services
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Adam Driedzic	Town Solicitor
Robyn Dinnadge	Manager of Communications
Cheryl Hyde	Municipal Clerk
Andrew Kelly	Assistant Municipal Clerk (Recorder)
Sara Jones	Executive Assistant
Alaric Fish	Senior Planner
Andy Esarte	Manager of Engineering
Brian Kinzie	Project Engineer
Lauren Miller	Manager of Planning and Development
Keri Martens	Acting Fire Chief
Chelsey Richardson	Manager of Finance

Mayor Krausert called the February 1, 2022 regular meeting to order at 9:03 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the February 1, 2022 Regular Meeting of Council**

23-2022

Moved by Mayor Krausert that Council approve the agenda for the February 1, 2022 regular meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – None

C. DELEGATIONS – None

D. APPROVAL OF MINUTES

- 24-2022 **1. Minutes of the January 11, 2022 Regular Meeting of Council**
Moved by Mayor Krausert that Council approve the minutes of the January 11, 2022 meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – None

F. UNFINISHED BUSINESS – None

G. BYLAW APPROVAL

- 25-2022 **1. Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan**
The following people were in attendance to present on behalf of the applicant: Brian Callaghan, Vice Chair (Trustee), Arlene Rheaume, Chair (Trustee), Chris McPhee, Superintendent, Chris Sparrow, Consultant and Lori Van Rooijen, Owner's Representative.

Moved by Mayor Krausert that Council give first reading to Bylaw 2021-07 "Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan" and schedule a public hearing for March 1, 2022.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

- 26-2022 **1. 2021 FRIAA Grant Funded Project Approval**
Moved by Mayor Krausert that Council approve a new 2022 capital project for the 2021 Forest Resource Improvement Association of Alberta (FRIAA) project in the amount of \$30,000 funded through the FRIAA FireSmart grant process.

CARRIED UNANIMOUSLY

Meeting Break (10:48-11:00)

Councillor Marra declared a perceived conflict – "I would like to disclose that I have identified that I have a perceived conflict of interest regarding the request from the Canmore Golf and Curling Club, because my husband and son are Board members of the club. The conflict was reviewed by the Town Solicitor who advised that I do not have a pecuniary interest in the matter as stated in the Municipal Government Act and therefore can vote."

2. Non-Profit Community Organizations Property Tax Exemptions

The following people were in attendance to answer questions from Council: From Calgary Scope Society, David Wilson, Director of Finance and Ryan Geake, CEO and from the Canmore Golf and Curling Club, Gordon Schultz, President and Darren Cooke, General Manager.

Minutes approved by: _____

27-2022 Moved by Mayor Krausert that Council deny the request from the Calgary Scope Society for property tax exemption in principle, but direct administration to create a bylaw allowing the Calgary Scope Society a transitional 85% exemption for their 2022 taxes.

CARRIED UNANIMOUSLY

28-2022 Moved by Mayor Krausert that Council directs administration to create a bylaw allowing the Canmore Golf and Curling Club a 50% municipal property tax exemption (not including any other requisitions) going forward based upon providing significant benefit to the community, on the basis of providing recreational and social activities as a not-for-profit organization to community members of all ages in the form of golf and curling at lower cost than the private sector as well as providing facility usage to the athletic departments of local schools for golf and curling instruction, with a review of exemption status every three years to ensure they still satisfy that community benefit basis.

CARRIED UNANIMOUSLY

Lunch Break (12:15-1:15)

3. Bow Valley Food Alliance

29-2022 Moved by Mayor Krausert that Council refer the request from the Bow Valley Food Alliance to sign the Bow Valley Food Charter to administration for further research, review and recommendation.

CARRIED UNANIMOUSLY

4. MD of Bighorn Business Registry Licensing Agreement

30-2022 Moved by Mayor Krausert that Council authorize the Mayor and CAO to execute the Memorandum of Agreement with the MD of Bighorn for Business Registry Services for a ten-year term beginning February 2022.

CARRIED UNANIMOUSLY

5. Extension of First Response Fire Agreement with the MD of Bighorn

31-2022 Moved by Mayor Krausert that Council approve an extension to the First Response Fire Agreement with the MD of Bighorn from June 30, 2022 to December 31, 2022.

CARRIED UNANIMOUSLY

I. CORRESPONDENCE/INFORMATION – None

J. REPORTS FROM ADMINISTRATION – None

K. NOTICES OF MOTION – None

L. IN CAMERA – None

M. ADJOURNMENT

32-2022 Moved by Mayor Krausert that Council adjourn the February 1, 2022 regular meeting at 1:52 p.m.

CARRIED UNANIMOUSLY

Minutes approved by: _____

Sean Krausert, Mayor

Andrew Kelly, Assistant Municipal Clerk

Minutes approved by: _____



Request for Decision

DATE OF MEETING: March 1, 2022 **Agenda #:** G-1

TO: Council

SUBJECT: Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan

SUBMITTED BY: Lauren Miller

RECOMMENDATION: That Council give second and third reading to Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan.

EXECUTIVE SUMMARY

Administration's analysis and position on this matter was presented at first reading of this bylaw and remains unchanged. Please see Attachment 1 for Administration's review of the proposal.

ATTACHMENTS

- 1) RFD from February 1, 2022 Council Meeting (without attachments)
- 2) Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan approved at first reading.

AUTHORIZATION

Approved by: Lauren Miller
Manager of Planning & Development Date February 11, 2022



Request for Decision

DATE OF MEETING: February 1, 2022 **Agenda #:** G-1

TO: Council

SUBJECT: Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan

SUBMITTED BY: Alaric Fish, Senior Planner

RECOMMENDATION: That Council give first reading to Bylaw 2021-07 “Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan” and schedule a public hearing for March 1, 2022.

EXECUTIVE SUMMARY

Canadian Rockies Public Schools (CRPS) has proposed an Area Redevelopment Plan for the vacant portion of the Lawrence Grassi Middle School site to accommodate up to 120 new residential units: 80 market townhouse units, 20 units of employee housing for CRPS staff, and up to 20 units of Vital Homes in accordance with Canmore Community Housing (CCH) criteria. The school board has proposed this development to provide housing in support of educational staffing needs and to create a Legacy Fund that “will support the long-term financial sustainability of CRPS” and support “existing and future programs and educational services.” The Town owns a small portion of the site that will need to be transferred to CRPS if the development is to proceed.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

As required by sections 2.3.3 and 6.1.10 the Municipal Development Plan (MDP), where amendments to the Land Use Bylaw are required for increased density or that upgrades to municipal infrastructure may be necessary, an Area Redevelopment Plan is required.

The development concept identified within the ARP aligns with many MDP policies for infill housing, employee housing, and affordable housing and these have been included in the relevant sections below. The introductory statements of Section 6 - Neighbourhood Residential of the MDP are particularly relevant and provide a good summary of the essential issues in considering this proposed ARP:

6. NEIGHBOURHOOD RESIDENTIAL

The limited land base in Canmore gives rise to tensions between the need to expand the supply of housing, the need to protect valuable natural areas, and the desire to manage the impact of change on existing neighbourhoods from redevelopment activities.

Maintaining the character of existing neighbourhoods is important to many residents. However, as Canmore’s neighbourhoods continue to evolve over time to adapt to housing needs, desires and trends, it can be expected that residents will experience change. The Town will work to manage the

rate of change by ensuring new development in existing neighbourhoods fits with the scale, look and feel of the neighbourhood.

DISCUSSION

This Area Redevelopment Plan is proposed to consider new residential development on a vacant portion of the Lawrence Grassi Middle School site that is owned by Canadian Rockies Public Schools. If the Area Redevelopment Plan is approved, a Land Use Bylaw amendment would then follow to establish detailed regulations for the site. Finally, Development and Building Permits would follow for detailed building design and locations – these would be reviewed by Administration.

The lands within the proposed Area Redevelopment Plan are indicated on the map below, predominantly located on Lot 21, Block 60, Plan 071 5292. The parcel is a “fee simple” lot and not a Municipal or School Reserve lot like most other school sites. Accordingly, it does not have the restrictions on use that most school sites have under the Municipal Government Act. According to a document registered on title, the title was issued October 1980 as a result of a “Public Land Sale”. The 3.5 ha site includes CRPS administrative offices, Lawrence Grassi Middle School, Canmore Community Daycare, Preschool, Air Cadets headquarters building, and an educational garden. The site includes a small parcel (about 0.07 ha) owned by the Town that was an undeveloped lane established in the original Canmore subdivision of 1892; this lane was “closed” in 2007 as part of the subdivision process that consolidated a variety of parcels into the current lot (Lot 21). Other lanes and streets were transferred to the school board as part of the 2007 subdivision process, but it is unknown at this time why the lane was not.

ARP AREA



Figure 1. Subject lands: Lawrence Grassi Middle School site, including Town parcel (closed lane)

Approximately 43% of the site is currently vacant, which is about 1.5 ha. The school board has proposed residential development on the vacant portion of the site that includes 20 units of housing for employees of

CRPS, up to 20 units of “Vital Homes” as defined by Canmore Community Housing, and 80 units of ownership market housing. The intent is for the proceeds of the market housing to create a Legacy Fund that “will support the long-term financial sustainability of CRPS” and support “existing and future programs and educational services.”

Location

There are a number of policies in the MDP that encourage the type of development that is being proposed in locations such as this:

2.3 GROWTH PHASING

Infill and Redevelopment

2.3.2 Within existing areas, infill and redevelopment will be considered as a means for accommodating growth. Factors that are important to consider include:

- a. the new development is in context with or provides an appropriate transition from existing development,
- b. adequate utility services and infrastructure can support the development,
- c. amenities and services that support the development are or will be provided nearby, and
- d. the new development contributes to the supply of needed market housing or affordable housing.

5.1 GENERAL AFFORDABLE HOUSING POLICIES

Housing Variety

5.1.2 Affordable housing should be integrated and distributed throughout Canmore’s neighbourhoods, with preference given to locations within reasonable walking area of the Town Centre, commercial and mixed use areas, or transit stops.

6. NEIGHBOURHOOD RESIDENTIAL

Existing Neighbourhoods

6.1.9 In order to allow for the natural evolution of neighbourhoods and to meet the goals of this MDP, infill and redevelopment within existing neighbourhoods should be considered in accordance with Section 2. Priority areas for infill and redevelopment within existing neighbourhoods include areas:

- a. with adequate infrastructure and services that can accommodate growth and minimize costs,
- b. in need of infrastructure upgrades,
- c. within walking distance to the Town Centre or commercial services,
- d. with access to existing or planned transit services, and
- e. with aging housing stock.

The location of the proposed development is in close proximity to the Town Centre, a wide variety of services, and transportation options. These criteria are consistent with MDP direction for priority areas for infill and redevelopment (Section 6.1.9). The location is also adjacent to existing open space and playgrounds at Centennial Park. The Bow River and Spring Creek trails are 400 – 500 metres from the site. The proposed site plan also includes multi-use pathway connections through the site to facilitate non-vehicular transportation options.

The site is not located within or adjacent to designated wildlife areas. While ungulates sometimes visit the vacant lands of the site, these animals present a risk to residents, school children and staff in the area. This

hazard has resulted in the adjacent Centennial Park being fenced in an effort to keep deer and elk from grazing and seeking refuge from predators in urban areas.

Proposed Uses

The area is being proposed to accommodate the addition of housing in a variety of types, tenures and built forms. The majority of housing is proposed as up to 80 units of market housing. Although the school board's intent is to maintain ownership, these units will be market housing, and a variety of ground-oriented and stacked townhomes.

The proposed ARP includes up to 20 units of housing in accordance with the Vital Homes criteria as established by Canmore Community Housing (CCH). Relevant policy direction in the MDP is noted as follows:

2.3 GROWTH PHASING

Affordable Housing

2.3.1 The development and construction of affordable market and non-market housing opportunities within existing and new neighbourhoods is supported in order to ensure Canmore remains an inclusive and diverse community.

5.1 GENERAL AFFORDABLE HOUSING POLICIES

Public-Private Partnerships

5.1.4 Negotiations with third party construction contractors, non-profit organizations and private sector builders that result in the provision of affordable housing will be supported and encouraged.

It is important to note that during preliminary discussions with the applicant on their proposal, CCH administration requested flexibility in the total number of units to ensure that the type of units that best meet their mandate of providing housing to families were provided. More specifically, CCH may wish to receive a combination of one, two and three-bedroom units that amount to twenty (20) units, or prefer an equal total area of housing of a smaller number of larger units (i.e. two and three-bedroom units as opposed to an over-supply of one-bedroom units). This approach is pending further negotiations and CCH Board approval of the same, should the development proceed. Based on maximum of 20 units, this represents 16.7% of all units (120) meeting the Vital Homes criteria. This is one of the largest percentages of affordable housing proposed by a non-Town / CCH proponent.

Since initial public engagement by the applicant in December 2020, the ARP has been modified to add up to 20 units of housing for employees of CRPS. There are a number of MDP policies that are relevant here:

5.3 MARKET AFFORDABLE HOUSING

Housing for Employees

5.3.4 Private initiatives to create additional seasonal and permanent employee housing opportunities should be supported by the Town.

5.3.5 The management and administration of housing for employees shall be the responsibility of the businesses or commercial accommodation developers that are required to build and maintain the housing. Such housing will be required to be operated in such a manner that the Town can monitor and verify that any employee housing obligations are being satisfied.

To have a large employer in Canmore such as CRPS adding housing units for staff will provide additional housing supply for employees at an essential community institution. This aligns with MDP policies under Section 5.3. These 20 units represent another 16.7% of the total number of proposed housing units.

Density

The proposed development site is surrounded by the “R4 Residential Medium Density” to the west, south and east. The R4 district allows for medium density residential development of 49 – 98 units per hectare (u.p.h.) in a variety of forms such as Townhomes, Apartments, and Accessory Dwelling Units, with other potential uses including Government Buildings, Care Facilities, Cultural Establishments, and Day Cares. While the proposed ARP includes some taller buildings than the R4 district allows, the overall density of the development area is near the middle of the range allowed in the R4 district: 78.6 u.p.h. (120 units divided by the development area of 1.527 ha.). This is due in part to the additional setback to the existing developments to the east, the green space and pathway connections in the northern areas of the site, and the school garden. While concerns have been raised regarding the density and potential impacts (discussed below under Stakeholder Engagement), Administration is satisfied that the proposed density is similar to the surrounding area and the ARP adequately addresses site design issues.

Site Design and Massing

Infill housing in existing neighbourhoods is a challenging process and requires sensitive site design and massing considerations to respect the existing neighbourhood. The MDP includes the following section that partially recognizes this:

6. NEIGHBOURHOOD RESIDENTIAL

Existing Neighbourhoods

6.1.11 Redevelopment plans and land use bylaw amendments in existing neighbourhoods will be evaluated to ensure there are net benefits to the neighbourhood or the town as a whole. The following will be considered:

- a. Development is sensitive to the density, scale and character of the neighbourhood, including height, massing and design,
- b. Environmental impacts,
- c. Affordable housing opportunities or flexible spaces, including secondary and garden suites and live-work spaces,
- d. Provision of quality public gathering, open spaces or other amenities,
- e. Capacity of the infrastructure to accommodate increased densification,
- f. Small-scale, local commercial opportunities to serve the neighborhood, where appropriate,
- g. Provision of essential community services,
- h. Provision of transit and pedestrian infrastructure, and
- i. Management of on-site parking and traffic volumes on local roads.

The proposed Area Redevelopment Plan identifies high-level site planning objectives with detailed regulations to be established through a separate land use amendment process, if the ARP is approved. Site design elements proposed include required setbacks from existing buildings to the east of the site, separation from the current school site, locating taller buildings internal to the site to minimize impacting light and views from existing properties, having buildings face streets where possible, and providing landscaped front yards. To be consistent with the architectural character of Canmore, Section 11 of the Land Use Bylaw, Community

Architectural & Urban Design Standards will apply to the proposed development. These design considerations are examples of how the ARP responds to the scale and character of the surrounding neighbourhood.

Traffic and Parking

Parking and traffic are frequent concerns with infill housing. The proposed development will make existing roads in South Canmore busier, but is not expected to have a significant impact on road capacity in the area. The Town's Engineering department requires a Traffic Impact Assessment (TIA) when a threshold of 100 person trips per hour is reached at peak times. The proposed development was assessed by a Transportation Engineer and does not meet this threshold; therefore, no TIA was required. This assessment was conducted using typical vehicle trip generation assumptions. The location of the proposed development close to the Town Centre will encourage active modes of transportation at higher levels than would have been used in the assessment, which would result in a further reduction in vehicle trips. Although the roads in this area see busier times, usually related to the start and end of school, the additional traffic generated by the proposed development is not anticipated to result in unacceptable delays or safety concerns.

Parking requirements are established in the Land Use Bylaw not the ARP and will be calculated at the Development Permit stage based on detailed plans. While the detailed design is not required at this stage, the ARP indicates that necessary parking will be provided on-site. While the proposed density is similar to existing townhouse developments in the area, vehicle access will be from a single location on 4th Street. The lack of driveways on 7th Avenue, 4th Street, and 5th Street frontages allows street parking to be optimized, as this parking would not be dedicated to the development, but available on a first come principle to anyone in the area. Should excess parking result from the development at peak times, there is potential for some overflow parking available to the east on 5th Street, south of Centennial Park. The current school bus staging takes place in the cul-de-sac on 5th Street and would require relocation based on current conceptual designs. This may enable more efficient routes for the buses, reduce bus traffic in the community, and provide additional on-street parking on 5th Street.

Municipal Infrastructure

The MDP includes the following relevant section on this topic:

14.1 GENERAL INFRASTRUCTURE POLICIES

Servicing Cost

14.1.8 Developers shall be responsible for the construction, installation or oversizing of infrastructure and utility systems to municipal standards for a proposed subdivision or development. The Town should endeavor to assist in cost recovery where applicable for oversized infrastructure.

14.1.8 Future maintenance requirements and costs will be considered in the design of all infrastructure. Components of all infrastructure systems will be addressed in terms of lifecycle costs and replacement

The Town's Engineering Department has been involved in detailed review of the proposed site servicing. While water services may require small upgrades, concern has been raised regarding the sanitary capacity in the area. Current sanitary services are close-to or at capacity and cannot support additional units being added to the existing services. The applicant has proposed options to address the sanitary capacity issues. Although upgrading the sanitary services in this area is not currently part of the approved capital project plan, the Utility

Master Plan does identify this issue as a potential future project. In accordance with the MDP (Section 14.1.8), Administration has been clear with the applicant that the cost and construction of any upgrades to municipal infrastructure as a result of new development will be the responsibility of the Developer.

Climate Action

The ARP proposes to “explore opportunities” towards meeting the Town’s Greenhouse Gas reduction targets and identify a few potential options, but no commitments have been made at this point. This can be difficult at the Area Redevelopment Plan level of planning, but there is nothing in the current proposed Plan that ensures future energy reducing options such as using geothermal, solar, district energy or a high-performance building envelope will be implemented. There are examples of other buildings nearby that use geo-exchange (heating and cooling from groundwater). Additionally, improved energy efficiency would result in lower monthly energy costs into the future, further contributing to affordability. At a minimum, any new development will be required to comply with the Town’s Green Building regulations as outlined in the Land Use Bylaw.

Emergency Access

Emergency Access is proposed to use the vehicle access from 4th Street, as well as an emergency access connection to 5th Street that will predominantly function as a pedestrian pathway. This plan has been reviewed by the Town Fire Department and no concerns have been raised.

Waste Management

Existing solid waste services along 4th Street will be maintained (or relocated as necessary) and new organics, recycling, and waste containers will be provided to serve the increased population.

ANALYSIS OF ALTERNATIVES

Council could defeat the proposed Bylaw at First Reading but approving First Reading puts the proposal in the public realm and invites formal public comment through the Public Hearing process. Approving First Reading does not imply support for the plan or future approvals. For these reasons, Administration does not recommend defeating the Bylaw at this stage unless Council sees insurmountable issues with the proposed plan in the current form.

FINANCIAL IMPACTS

There are no significant municipal financial impacts expected as a result of the proposed development, as all construction costs will be the obligation of the developer.

STAKEHOLDER ENGAGEMENT

The applicant undertook public engagement in December 2020. The results of this engagement can be seen in their What We Heard report in Appendix A of the submitted documents. The ARP was revised following that engagement and feedback from Town Administration.

In December 2021 a final plan was submitted, and this was circulated to all properties with 60 metres of the proposed site (approximately 200 properties). Comments were received by Administration until January 16, 2022. A total of 40 inquiries were received from residents: 27 raising concerns, 3 asking for more information, 5 in support, and 5 urging as much Vital Homes housing as possible. Concerns raised can be classified under the following main areas, with Administration’s response noted below:

- Density and Building Height are too high
 - As noted above, the density is similar to the surrounding R4 medium density developments. Although, a few higher buildings are proposed, the site design has been proposed in a manner that minimizes the impacts on existing developments. Any infrastructure improvements required as a result of the proposed development, will be undertaken and paid for by the developer, and could benefit the surrounding area.
- Traffic (including School Buses)
 - While the proposed development would increase vehicle, pedestrian, and cyclist activity in the area, current road and pathway capacity can handle the anticipated increased amount.
- Insufficient Parking
 - As noted above, Administration is satisfied that Land Use Bylaw parking requirements and a site design that supports on-street parking will provide adequate parking for the development.
- Loss of views
 - There will be some impact, but there are no certainties that this land would remain vacant in the future. The proposed development has used a variety of strategies to minimize impacts on neighbours.
- Impact on wildlife
 - This area is not a designated wildlife corridor or habitat patch. While some ungulates graze on the vacant land, this is not their natural habitat and may present a safety risk to residents and students in the area.
- Lack of greenspace
 - Outdoor amenity space is required by the Land Use Bylaw at the time of development permit, so some outdoor space will be provided. The proximity to Centennial Park and nearby walking trails along the Bow River and Spring Creek provide additional opportunities to access outdoor recreation areas.
- Lack of rationale/inappropriate for a school board to undertake such a development
 - While somewhat uncommon, the proposed approach represents an opportunity to provide funding to the local public-school board and will contribute needed affordable community housing.
- Loss of space for other uses (Daycare, Highland Games, and future school expansion)
 - The impact on the Daycare and Highland Games should be considered relative to other benefits of the proposed ARP. Centennial Park will remain as public recreation space and the remaining school area (Parcel 1 in the proposed ARP) includes vacant area that could accommodate future school growth.
- Emergency access is not adequate.
 - This has been reviewed with the Fire Department and the proposal meets requirements of the Town.
- Do not believe that CRPS requires affordable housing to attract teachers
 - Administration has no comment on this assertion.
- Potential for short-term vacation rental of market units.
 - The standard Town of Canmore bylaw enforcement efforts would be used should this become a problem.
- Lack of response to previous input

- Previous input has been considered, but some input may prioritize different objectives and values. In some cases, disagreements may be irreconcilable.

Comments in support felt this was a good use of surplus school space, a walkable location close to services, appropriate scale and density, and the addition of more Vital Homes and employee housing would be beneficial.

One resident raised concerns regarding future taxes for the residential development, as schools are not subject to municipal taxes. Although the land tenure is still being finalized, this issue has been raised with the applicant and acknowledged as a detail that needs to be clarified if the development proceeds. The applicant was clear that their intent is for all new residential developments to pay their “fair share” of municipal taxes, regardless of if the school board continues to own the land.

ATTACHMENTS

- 1) Bylaw 2021-07 Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan
- 2) Letter and motion from Canmore Community Housing.

AUTHORIZATION

Submitted by:	Alaric Fish Senior Planner	Date: <u>January 10, 2022</u>
Approved by:	Lauren Miller Manager of Planning and Development	Date <u>January 10, 2022</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>January 14, 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date: <u>January 14, 2022</u>



BYLAW 2021-07

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ADOPT THE CANADIAN ROCKIES PUBLIC SCHOOL LAWRENCE GRASSI
MIDDLE SCHOOL AREA REDEVELOPMENT PLAN**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be known as the “Canadian Rockies Public Schools Lawrence Grassi Middle School Area Redevelopment Plan.”

PROVISIONS

2. Canadian Rockies Public Schools Lawrence Grassi Middle School Area Redevelopment Plan, Bylaw 2021-07 as set out in Schedule A of the bylaw is hereby adopted.

ENACTMENT/TRANSITION

3. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
4. Schedule A forms part of this bylaw.
5. This bylaw comes into force on the date it is passed.

FIRST READING: February 1, 2022

SECOND READING:

THIRD READING:

DATE IN FORCE:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



CRPS Lawrence Grassi Middle School

Area Redevelopment Plan

December 13, 2021

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Town of Canmore Council

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Land Acknowledgement

We would like to acknowledge that the land on which the Town of Canmore was built and the land within the Area Redevelopment Plan Area is located on the traditional territories of the Blackfoot Confederacy consisting of the Siksika, Kainai (Blood), Piikani (Peigan), as well as the Stoney Nakoda, and Tsuu'tina (Sarcee) First Nations.

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1. Introduction

The Canadian Rockies Public Schools (CRPS) Lawrence Grassi Middle School Area Redevelopment Plan (ARP) sets out the vision, goals, and policies that will shape the growth and development within the CRPS Lawrence Grassi Middle School area. The policies found within this document provide an overall development framework for the neighbourhood. ARPs are adopted as bylaw by Council in accordance with the *Municipal Government Act (MGA) Section 635*.

1.1. ORGANIZATION OF THE PLAN

The CRPS Lawrence Grassi Middle School ARP includes two parts. The first part of the ARP, found in Sections 1 through 6 includes the introduction, background and planning context, vision and goals, land use concept, policies, and implementation. The second part comprises the Appendices.

1.2. PLAN AREA

The plan area is within the Town of Canmore (the Town), Alberta which is located on the traditional territories of the Blackfoot Confederacy consisting of the Siksika, Kainai (Blood), Piikani (Peigan), as well as the Stoney Nakoda, and Tsuu'tina (Sarcee) First Nations. We pay respects to the Blackfoot people, past, present and future recognizing and respecting their cultural heritage, beliefs and relationship to the lands.

The plan area is bounded by a laneway to the north and 5th Avenue to the north east, 7th Avenue to the west, 4th Street to the south, and by private multi-residential developments to the east (along 6th Avenue). Centennial Park also bounds the subject parcel to the east, adjacent to the Lawrence Grassi Middle School. 5th Street terminates in a cul-de-sac at the central eastern boundary, within the plan area. The plan area is approximately 3.59 hectares (8.8 acres) in size and encompasses the Lawrence Grassi Middle School, the CRPS Office, the Round House Daycare facilities, school garden, existing open space, and formal and informal pedestrian connections to Centennial Park for CRPS students and community residents.

ARP AREA



Map 1 – ARP Area

1.3. HISTORY

The Lawrence Grassi Middle School (LGMS) is one of the seven public schools in the Bow Valley. The plan area is a formally developed site that has had various development uses since 1896 and has been an important part of the town of Canmore and will continue to be well into the future. Canmore's first public school was built within the plan area in 1896. Construction started on the current LGMS in 2006 and the school opened in 2008. The southern half of the plan area was deeded to CRPS by Canmore Mines Ltd. in 1980 for future use for school board purposes. In 2011 the School Board offered a long-term lease to the Town of Canmore for a new childcare centre. This allowed the Town to build new affordable housing on the old site of the childcare centre.

1.4. RATIONALE FOR DEVELOPMENT

The proposed site redevelopment aligns closely with the Town's corresponding Municipal Development Plan (MDP) policies in the following ways:

- Located within the Town's Growth Boundary (MDP Map 1);
- Provides much needed housing units in a variety of forms;
- Infills an existing underdeveloped area and is not located within wildlife areas;
- Provides for efficient use of infrastructure and services;
- Adds community amenities to the heart of Canmore such as public realm improvements, multi-use pathway, relocation of school gardens, educational programming, public childcare, gathering space, open space, and the opportunity for public art;
- Adds essential employee housing, which meets MDP policy 5.3.5;
- Retains the existing school garden and makes it more efficient.

The subject land is ideally situated within walking and cycling proximity (400m) to commercial, civic, and other amenities in the heart of Canmore. The site is located within a neighbourhood where the built form includes single-detached residential, multi-unit residential, parks, and civic and institutional uses. The proposed residential community focuses on providing infill housing to make use of the limited land base within the Town.

Proceeds of the residential development will support the long-term financial sustainability of CRPS and seeks to stabilize swings in education funding. A Legacy Fund will be established, and annual proceeds will be used to nurture students' growth and learning through the support of existing and future programs and educational services. CRPS is providing significant community benefit through its role as a public-school provider within the Bow Valley. A viable, resilient school division will ultimately benefit the entire community.

1.5. PLAN DEVELOPMENT PROCESS

The planning development process for the CRPS Lawrence Grassi Middle School ARP followed the Town's ARP Process outlined in Figure 1, below. ARPs are adopted by bylaw by Council in accordance with Municipal Government Act (MGA) Section 635.

1.5.1.ARP Phases

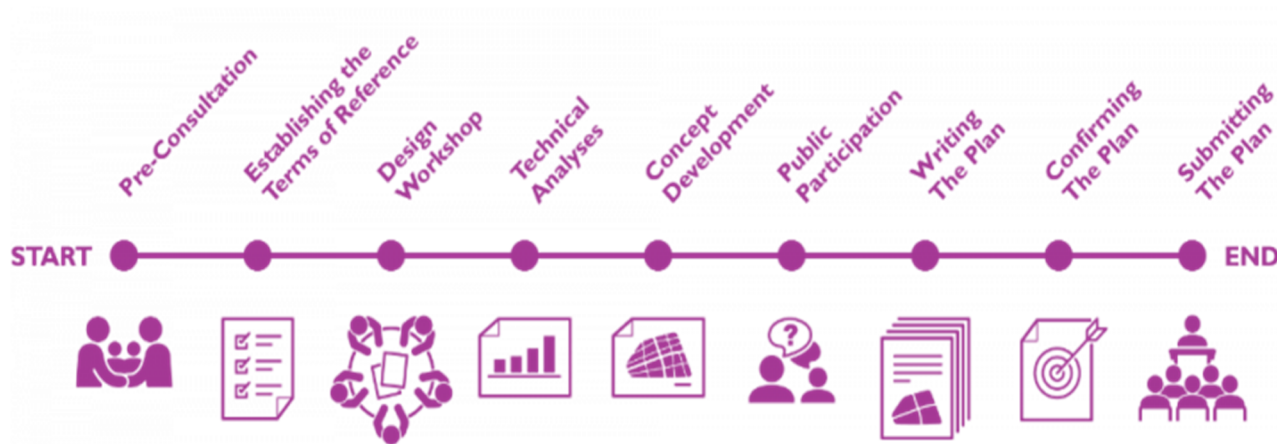


Figure 1 – Town of Canmore ARP Process

1.5.1.1. Pre-Consultation

This initial phase is meant to establish a mutual understanding between the applicant and Town administration about the rationale and proposed approach for development within the ARP area. To initiate the process, the applicant engages the Town administration to discuss the plan vision, phasing, technical studies, and other development considerations are discussed prior to development of the ARP.

1.5.1.2. Establishes the Terms of Reference

To ensure that decision makers have sufficient information on the area covered by the proposed ARP a Terms of Reference (TOR) is prepared by the applicant and presented to the Town. It was decided by the Town that the TOR did not require to be formally approved by Council.

1.5.1.3. Design Workshop

The applicant engages with Town administration in a design workshop prior to ARP preparation and submission. In this workshop, the applicant shares their preliminary findings from the required studies and identifies any major issues that require feedback from Town administration.

1.5.1.4. Technical Analysis

The applicant completes required studies incorporating any feedback requested from the Town during the design workshop. The results of these studies are then used to inform the concept development phase.

1.5.1.5. Concept Development

Taking the findings and feedback from each of the previous phases, the applicant develops their preliminary concepts for development within the plan area.

1.5.1.6. Public Participation

The applicant initiates consultation with stakeholders and provides an opportunity for public input into the concept development. The Town encourages the applicant to engage with the public to ensure the ARP adequately reflects and complements the Canmore community.

1.5.1.7. Writing the Plan

The concepts developed during the previous phases will be refined by the applicant and used to produce the policy content of the plan.

1.5.1.8. Confirming the Plan

Once a draft ARP is complete, the applicant will share it with the Town for comment. This phase is the final opportunity, prior to final submission, for the applicant to incorporate feedback from Town administration and the community.

1.5.1.9. Submitting the Plan

Once a final submission has been made by the applicant, the process of Council review involves three public considerations of the ARP before the ARP is officially approved. Each of these considerations are called readings. At the conclusion of each consideration, Council will vote as to whether to give the document “reading”. If the vote passes, the document is moved to the next reading until the proposed document obtains three readings. A Public Hearing is required prior to second reading. After obtaining three readings the ARP is officially approved and goes into effect on the identified area.

2. Background and Planning Context

This section provides an overview of the main physical attributes and policy framework that has informed and guided the preparation of the CRPS Lawrence Grassi Middle School ARP.

2.1. SITE PLANNING CONTEXT

The existing conditions of the CRPS Lawrence Grassi Middle School ARP area are outlined below.

2.1.1. Land Use Context

The Land Use Bylaw 2018-22 identifies the entire subject site as PD - Public Use District and all existing uses are conforming. The purpose of the PD District is to provide for public, quasi-public, and community uses. Permitted uses include Open Space, Public Buildings, and Public Utilities. Discretionary uses include Athletic and Recreational Facilities, Campgrounds, Care Facilities, Cultural Establishments, Cemeteries, Day Care, Educational Institutions, Hospitals, and Transportation Terminals. The maximum building height is 11m.

Existing land uses adjacent to the site consist of R4 – Residential Medium Density District, R2 – Residential Family Two Unit District and R2A – Residential Family Low Density District. While most of the surrounding area is R4, contextually this neighbourhood continues to evolve and build out to the maximum allowed under the R4 district. A variety of housing forms currently exists, including historic one-storey single-detached, duplex, triplex, four-plex dwellings, and multi-unit townhouse developments.

2.1.2. Environmental Context

The existing site is relatively flat, and generally slopes towards the center of the school grounds where several dry wells capture the current storm water for ground infiltration. There are no designated wildlife corridors or habitat patches within the ARP area. The site is also in close proximity to Centennial Park, the Bow River and Spring Creek.

2.1.3. Multimodal Transportation Context

The site is situated within walking and cycling proximity to commercial, civic, and community amenities in the Town Centre, the heart of Canmore. The closest bus stop to the area is the 8th Avenue stop just west of the site. Multi-use streets and pathways surrounding the ARP provide access to the network of trails found along the Bow River, Spring Creek Mountain Village, and wider connections throughout the Bow Valley. The study area fronts 4th Street which has been designated as a Cross Town Active Transportation Corridor and on-street bike lanes are present on 7th Avenue.

2.1.4. Infrastructure Context

The availability and capacity of municipal infrastructure will influence the cost and feasibility of development of the CRPS Lawrence Grassi Middle School area. All stormwater utilities in this part of Canmore use onsite infiltration-based systems as there are no public storm mains.

2.1.4.1. Existing Water and Sanitary Utilities

There are existing public water and wastewater utilities bordering the perimeter of the proposed development along 7th Avenue and along 4th and 5th Streets. The size and location of the existing mains are shown in more detail in Appendix B.

It is understood, through discussions with the Town, that the existing water pumphouse #2 will be going through capital upgrades in the near future that will increase the water pressure and fireflow capacity in the vicinity of the development. These improvement impacts are discussed in more detail in Appendix B.

The Town has indicated that the public sanitary mains adjacent to the development are currently at, or above, capacity due to groundwater infiltration and other factors. The Town does not currently have plans to upgrade the current wastewater infrastructure via capital improvements in the short term, therefore alternative servicing strategies have been considered and are discussed in more detail in Appendix B. There are four (4) design options that are discussed in Appendix B, complete with a sketch of each servicing layout. The sanitary servicing options will require more collaboration between all parties during detailed design to come up with the optimal solution between all parties.

2.1.4.2. Groundwater

According to the Town of Canmore's Engineering Design & Construction Guidelines (EDCG), the 1:100 Year Design Groundwater Elevations map (Figure HLC 9.8) has an estimated 1:100-year high design groundwater level of 1308.8 on the north end of the site and 1308.60 on the south end of the site. The EDCG and Town land use bylaw prohibits the building of habitable floor space below the maximum 1:100-year design groundwater elevation.

All sanitary and water service piping located in a subsurface mechanical room shall be sealed against infiltration of any groundwater and the water meter shall be situated above the 1:100-year design groundwater level unless the mechanical room is designed and constructed to withstand the infiltration of groundwater.

As per section 9.4 of the EDCG "Underground Parking and Lowest Parking Slab elevation" - Parkade floor levels may be lower than the 1:100-year groundwater level where feasible but not lower than the 1:20 year groundwater level to avoid frequent nuisance flooding." Historically, the 1:20-year groundwater elevation has been estimated to be 300mm lower than the 1:100-year groundwater elevation.

2.2. POLICY FRAMEWORK

The Municipal Government Act (MGA) recognizes the following statutory plans: Intermunicipal Development Plan (IDP), a Municipal Development Plan (MDP), an Area Structure Plan (ASP) / Area Redevelopment Plan (ARP). The MGA outlines the hierarchy and relationship of statutory plans, so that each plan will be consistent with the plans above it, Figure 2.

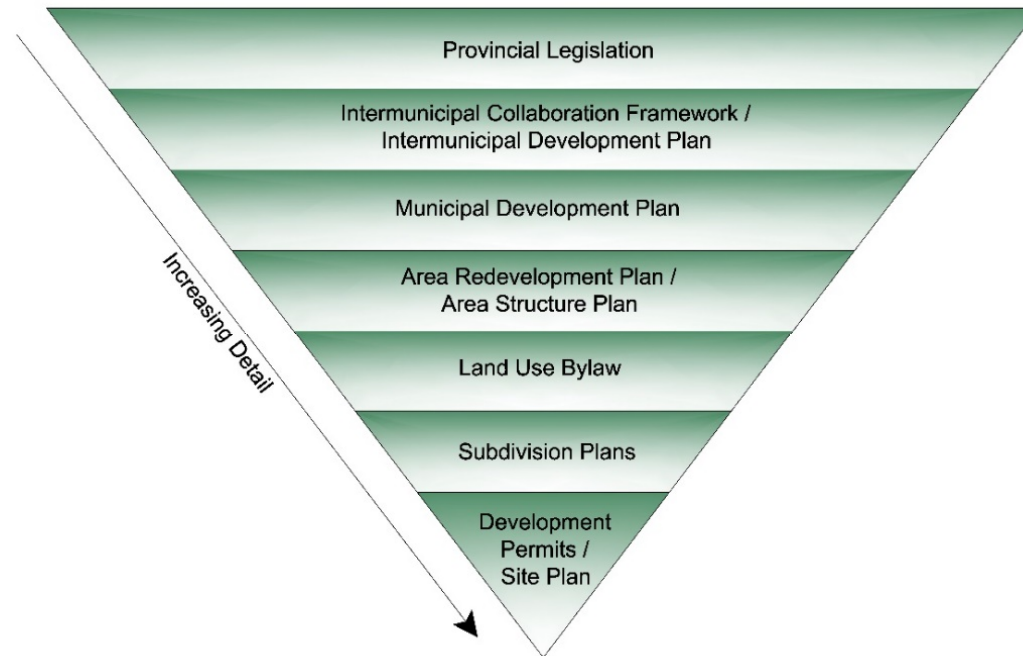


Figure 2 – Province of Alberta Planning Policy Hierarchy

2.2.1. Municipal Government Act

A Municipality's authority to approve an ARP and the requirements of an ARP are outlined in Sections 634 and 635 of the MGA. ARPs provide a framework for the redevelopment of an area of any or all of the following:

- (i) preserving or improving land and buildings in the area
- (ii) rehabilitating buildings in the area
- (iii) removing buildings from the area
- (iv) constructing or replacing buildings in the area
- (v) establishing, improving, or relocating roads, public utilities, or other services in the area
- (vi) facilitating any other development in the area

An ARP may include other matters as Council considers necessary and is intended to further refine and implement the direction within the MDP. ARPs are adopted as bylaw by Council in accordance with the MGA Section 635.

2.2.2. Municipal Development Plan

The Town's MDP sets a framework for the future growth and development of the community and provides an overarching policy direction for community land use decisions which ensures that the community's vision is integrated with this decision making. This ARP has been created to be consistent with the Town's MDP policies.

2.3. TECHNICAL REPORTS

Two technical reports have been prepared to support the land use concept and the policies outlined in the ARP. These reports do not form part of the formal CRPS Lawrence Grassi Middle School ARP but provided a comprehensive analysis and recommendations on many aspects of the ARP.

The technical reports include:

- (i) Conceptual Servicing Report (McElhanney Ltd. 2021) – Appendix B
- (ii) Transportation Memo (McElhanney Ltd. 2021) – Appendix C

2.4. PUBLIC CONSULTATION

A public consultation process was completed during the preparation of the ARP. Due to the COVID-19 pandemic, traditional in-person engagement processes were not considered. To ensure that the public had an opportunity to review the proposed development, online engagement tools were utilized. This included the creation of a website (launched December 2, 2020) as a base for information on the project as well as a set of frequently asked questions. Members of the public were invited to provide input into the new residential development.

Awareness of the online engagement opportunity was made through social media, mail drops (250 post cards) to surrounding households, emails to parents with children in the school and the Rocky Mountain Outlook published an article on the proposed future of the CRPS site. A survey was also used to seek feedback on the proposed ARP.

Members of the project team were available to answer questions throughout the engagement process and through four (4) virtual townhall meetings Dec 9th and 10th 2020. The virtual townhall meetings were one (1) hour in length and included a presentation on the proposed development from the project team. Participants were given an opportunity to ask questions to the project team in real time. Questions and feedback from the community was recorded and is included in the What We Heard Report in Appendix A.

2.4.1. What We Heard Report

A summary report was compiled and presented to administration and uploaded to the website for the public to view (Appendix A). This report is not part of the formal CRPS Lawrence Grassi Middle School ARP but provided a comprehensive analysis and recommendations on many aspects of the ARP.

3. Vision and Goals

This section provides the Vision and Goals of the CRPS Lawrence Grassi Middle School ARP derived from stakeholders involved in the preparation of the plan.

3.1. VISION

To create a vibrant neighbourhood with a variety of housing options and a pedestrian focused realm.

3.2. GOALS



Pedestrian Focused Design

Enhance the pedestrian realm by prioritizing pedestrian safety and movement, encouraging non-motorized modes of travel, while accommodating vehicle access to the site.



Affordable Housing

Dedicate a portion of the housing stock to align with the Canmore Community Housing program.



Employee Housing

Dedicate a portion of the housing stock and build suitable employee housing.



Housing Diversity

Provide a range of dwelling sizes and configurations to increase available housing choice for local residents to allow people of all ages to live in the area.



Neighbourhood Character

Establish neighbourhood design requirements that result in a sense of place.



Energy and Green Building Principles

Promote the development and use energy saving technologies and green building design.



Community Amenities

Provide a variety of community amenities for residents and visitors to the Town of Canmore.



Public-School Sustainability

Place proceeds from residential development into a CRPS Legacy Fund to help sustain future operations of the public-school board so that CRPS can continue to provide quality education for the Bow Valley community.

4. Land Use Concept

This section provides an overview to Land Use within the ARP.

4.1. OVERVIEW

The objective of CRPS is to make the best use of the organization’s valuable trust of redeveloped lands in the heart of Canmore. As illustrated in Map 2 - Land Use Plan below the ARP envisions a distinct new urban neighborhood in the south portion of the Plan area. The Land Use Plan contains three (3) parcels, further described below.

LAND USE PLAN



Map 2 – Land Use Plan

4.1.1.Parcel 1

Parcel 1 is to remain zoned as PD - Public District to accommodate the existing Lawrence Grassi Middle School, the CRPS offices, the parking lot, and outdoor amenities. The approximate size of Parcel 1 is ± 1.619 ha (± 4.002 acres)

4.1.2.Parcel 2

Most of the development will focus on the existing open space to the south and east of the Round House Daycare facility (Parcel 2). The proposed residential development will bring a total of ~120 additional multi-residential units to South Canmore. The proposed residential development will be accommodated within Parcel 2, as illustrated in Figure 3 below, and will be implemented in a phased approach dependent on market conditions.

The development of eight (8) multi-family residential buildings are proposed with five (5) on the perimeter and three (3) internal to Parcel 2 (see Figure 3 below). The Plan proposes a new access point from 4th Street via a mews access road. The Mews road will incorporate traffic calming measures and grant priority to pedestrians and bicycles, while accommodating personal vehicle access at low speeds (15kph). The existing school garden will be reconfigured and relocated within the north portion of parcel 2.

20 affordable dwelling units will be dedicated as a portion of the housing stock to align with the Vital Home Rental Program from Canmore Community Housing. Additionally, a small 20-unit purpose-built employee housing development is proposed at the north-east corner of Parcel 2. The proposed employee housing meets the MDP policy 5.3.5; and also supports the recruitment and retention of staff to support high quality educational experiences in the Bow Valley.

The approximate size of Parcel 2 is ± 1.527 ha (± 3.773 acres).

The Town owns the closed lane parcel (shown on Map 2) which will be transferred to the developer in exchange for affordable housing policies and multi-use pathway connections through the site.

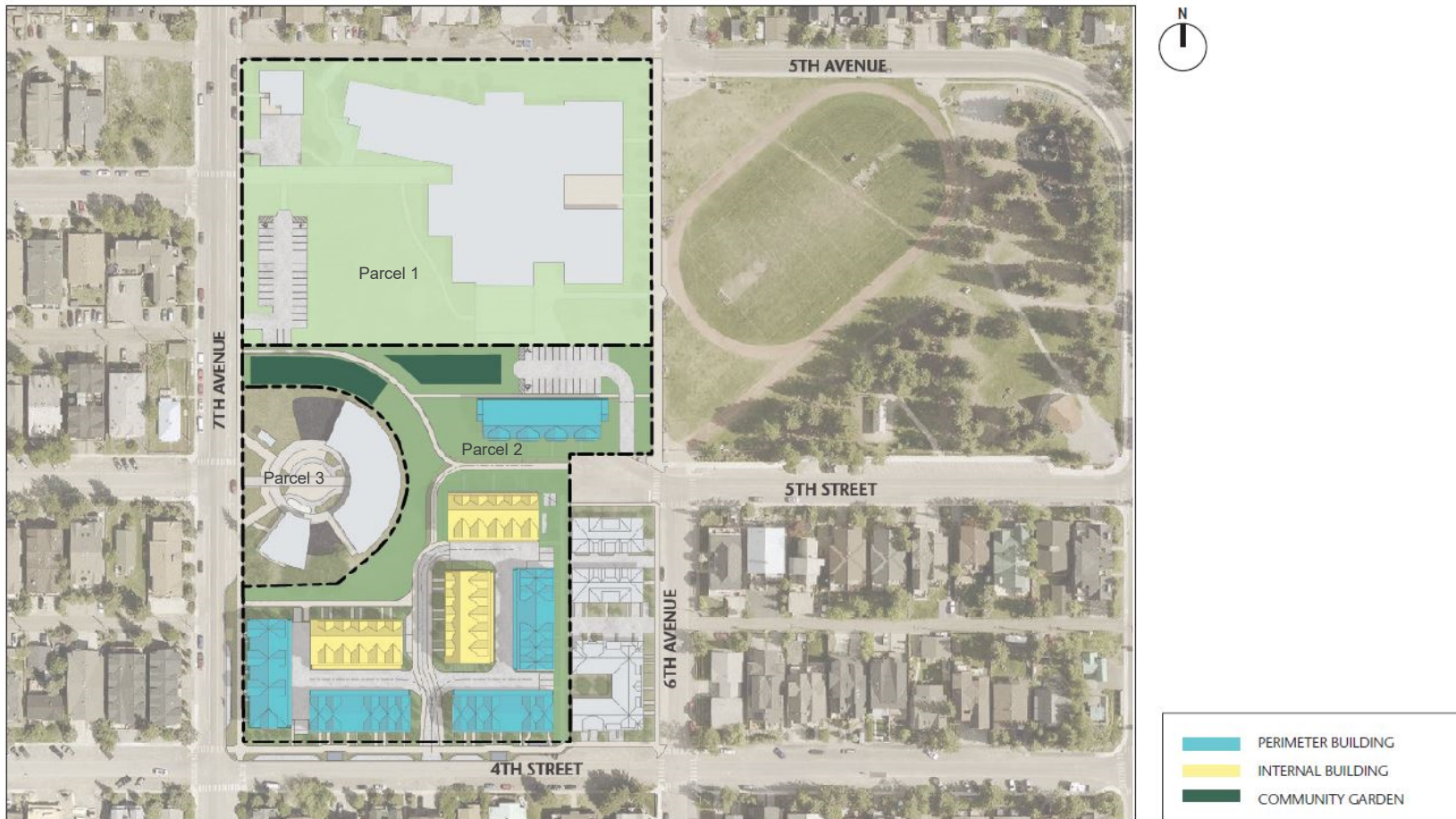


Figure 3 – Parcel 2 Proposed Building Layout Example

4.1.3. Parcel 3

Parcel 3 is to remain zoned as PD - Public District to accommodate the existing Round House Daycare facility, the Air Cadets building and associated outdoor amenities. The existing school garden will be reconfigured and relocated within the north portion of parcel 2. The approximate size of Parcel 3 is ±0.391 ha (±0.966 acres).

5. Policies

This section provides an overview to policies associated with the ARP.

5.1. GENERAL POLICIES

5.1.1. Canadian Rockies Public School Controlled Development

CRPS will hold the land in perpetuity and control the development as it progresses overtime.

- The property shall be managed. An operation and management program shall be established to maintain the property.

5.1.2. Proceeds of the Residential Development

- The proceeds of the residential development will be placed in a CRPS Legacy Fund to help sustain future operations of the school board and support the provision of quality education in the Bow Valley.

5.1.3. Population and Dwelling Units

- At full build-out, it is estimated the ARP will accommodate ± 288 persons in a maximum of ~ 120 dwelling units.
 - o Parcel 2: ± 288 persons in a maximum of ~ 120 dwelling units
 - ± 48 persons for a maximum of ~ 20 dwelling units (Affordable Housing)
 - ± 48 persons for a maximum of ~ 20 dwelling units (Employee Housing)

5.2. URBAN DESIGN FORM AND CHARACTER POLICIES

5.2.1. Setbacks

- Provide a green space buffer and establish a multi-use pathway between the proposed development and the existing Roundhouse Day Care building.
- Provide separation between the Lawrence Grassi Middle School and the proposed residential development.
- Provide a setback from the neighbouring residential multi-family development called Caffaro Fusion and Encore developments to the East.

- Front yard setbacks facing 7th and 4th shall be 3m.



Figure 4 – Seventh and Seventh (Town of Canmore) Pedestrian Realm Example

- The two most northern buildings within parcel 2 must be setback a minimum of 12m from the east property line to protect the viewshed towards mountain views to the north.
- The remaining side yard setbacks shall be 6m.

5.2.2. Building Massing

- Protect the livability and privacy of individual dwelling units and between buildings through an appropriate transition of building height and massing.
- Place the tallest buildings internally to the site to protect viewsheds from the public realm and to allow for additional greenspace to be incorporated into the plan.

5.2.3. Building Height

- Limit the maximum height of perimeter buildings (Figure 3) to two-and-a-half (2 ½) stories in height.
- Limit the maximum height of internal buildings (Figure 3) to three-and-a-half (3 ½) stories in height.

5.2.4. Building Design

- The requirements of the Town of Canmore Land Use Bylaw Section 11 will be applicable to the residential development.
- Contemporary architectural styles may be permitted when they meet the intent of the Town of Canmore’s Community Architectural and Urban Design Standards.
- Where possible buildings shall face and address the street or streets.

5.2.5. View Corridors

- Important view corridors shall be considered in the building massing and street orientation as shown in Figure 4.

VIEW CORRIDORS

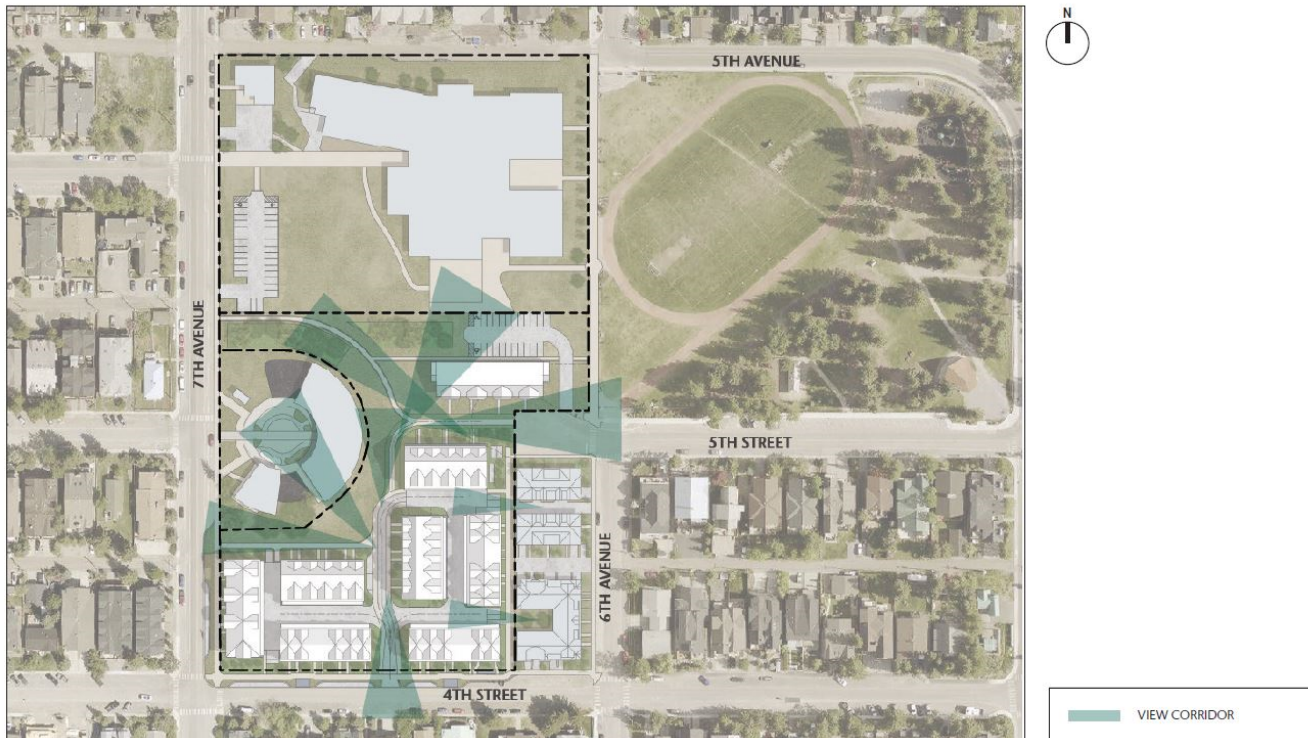


Figure 5 – View Corridor Examples

5.2.6.Landscaping

- The existing school garden north of the day care site will be relocated into parcel 2. Size of overall school garden will remain the same size in area.
- Soft landscaping shall be provided in the front yards of the units.

5.3. HOUSING AFFORDABILITY POLICIES

- Incorporate a diversity of housing choices to assist in achieving housing affordability through the provision of townhouses, stacked townhouses and a variety in unit sizes.
- Dedicate 20 units to be part of the Canmore Community Housing (CCH) program.
- Dedicate 20 units of purpose-built employee housing, to help recruit and retain staff.

5.4. SOCIOECONOMIC POLICIES

- Place proceeds from residential development into a CRPS Legacy Fund to help sustain future operations of the school board and provide a quality education for the Bow Valley.
- Strive to create and enhance a sense of community within the ARP area.

5.5. SERVICING AND ENGINEERING POLICIES

The purpose of this section is to identify key engineering and servicing related policies for the plan area. A Conceptual Servicing Report has been prepared for the study area and is included in Appendix B.

Until such time the detailed design process occurs and the beneficiaries of the selected "sewer and/or water" upgrades to the CRPS site can be determined, the potential for cost sharing between the town of Canmore and the developer should not be ruled out. Where upgrades to site services are required to support the proposed development, the developer will cover the cost of those upgrades. Should opportunities be identified that will allow development servicing to provide a benefit to the larger community, the developer will cover the portion of the costs required to support the proposed development.

5.5.1.Water

- Make efficient use of existing or available infrastructure and facilities.

- It is anticipated that the existing Pumphouse #2 will be going through capital upgrades in the near future that would increase the water pressure and fireflow capacity in the general vicinity of the development.
- Dedicate any on-site hydrants as public infrastructure, along with the associated water mains and utility right-of-way.

5.5.2. Sanitary Sewer

- Make efficient use of existing or available infrastructure and facilities.
 - From discussions with the Town, it is noted that the adjacent public sanitary sewer mains are at, or above, capacity and that no capital is planned for improvements in the next 5-10 years. While the Town has confirmed that Lift Station 1 has capacity for wastewater from the development, gravity and/or forcemain sanitary servicing alternatives will be required in order to service the proposed development and connect to Lift Station 1. Final servicing strategy will need to be coordinated and approved during detailed design.
- Understand that there are four (4) design options that are discussed in Appendix B of the ARP, complete with a sketch of each servicing layout. The sanitary servicing options will require more collaboration between all parties during detailed design to come up with the optimal solution between all parties.

5.5.3. Stormwater

- The design of the stormwater system will need to meet the requirements of the EDCG guidelines for large sites that are 2.0 Ha and larger.
- The location of the proposed development within Canmore does not allow for conventional storm main connections as there are no piped mains in the floor of the Bow Valley. The stormwater will need to be surface graded towards low lying (preferably landscaped) locations on site where the stormwater can be treated and stored and ultimately allowed to infiltrate into the ground water via dry wells, rain gardens and other means.
- Since the site falls within the Town of Canmore's 500m OGS Infiltration zone boundary, storm water will require pre-treatment from all drivable surfaces via an oil grit separator (OGS) to limit solids and hydrocarbons from entering the ground water.

5.5.4. Power, Gas, Communications, Street Lighting

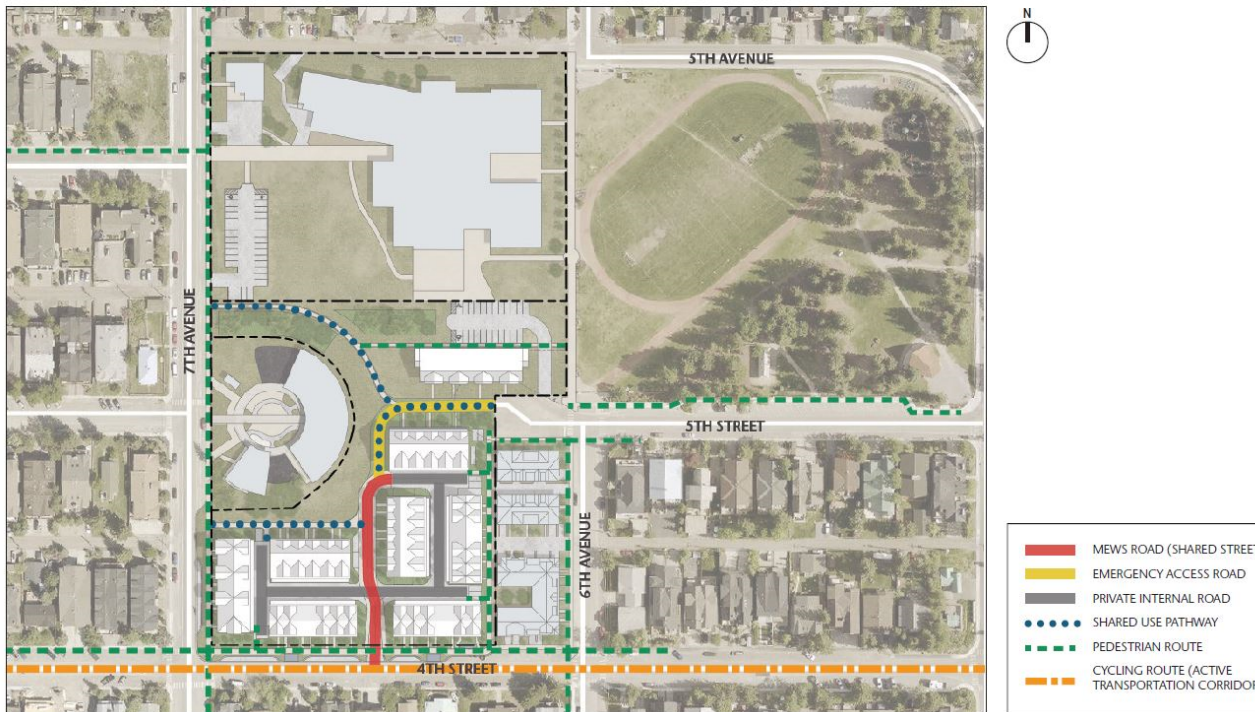
- The developer shall coordinate the shallow utility upgrade requirements with the various utility companies. While this part of the community has a mix of overhead and buried utilities, the development will have buried shallow utilities.

5.6. ENERGY AND GREEN BUILDING POLICIES

- Explore opportunities to capture, retain, and/or re-use rainwater during detailed design.
- Waste, recycling, and organics collection must comply with the requirements of the Town's Engineering Design and Construction Guidelines. Existing waste containers adjacent to the site that serve the surrounding community may be relocated but will be retained. Additional containers will be added to the interior of the site to support the proposed development.
- Separate food waste diversion designs must be implemented into waste and recycling collection designs.
- Provide bear proof bins in a location(s) central to the site for residential use. Locations will be coordinated with Town of Canmore's input during design.
- Provide pedestrian waste and recycling containers at open space and at pathway connections to support the public realm. Locations will be coordinated with Town's input during design.
- Explore opportunities to help meet the GHG reduction targets set out in the Town's Climate Action Plan. Target to reduce the GHG emissions by 30% below the 2015 levels. Opportunities to be explored are:
 - o Energy opportunities – examples: solar, geothermal, district energy.
 - o Transportation opportunities – examples: reduction in vehicle use, EV charging stations, walkable neighbourhoods.
 - o Waste Opportunities – examples, organic waste diverted from landfill, decrease in construction waste while building.

5.7. MULTIMODAL TRANSPORTATION POLICIES

CIRCULATION CONCEPT PLAN



Map 3 – Circulation Concept Plan

5.7.1. Mobility

- Improve pedestrian connectivity to and within the ARP area.
- The development shall contribute to the goals of the Town’s Integrated Transportation Master Plan.

5.7.2. Mews Access Road

The primary user access to the site will be via a mews road, which will be considered a shared street. On the single access shared road pedestrians and bicycles will have priority while accommodating slow access by vehicles.

CROSS SECTION OF MEWS ACCESS ROAD

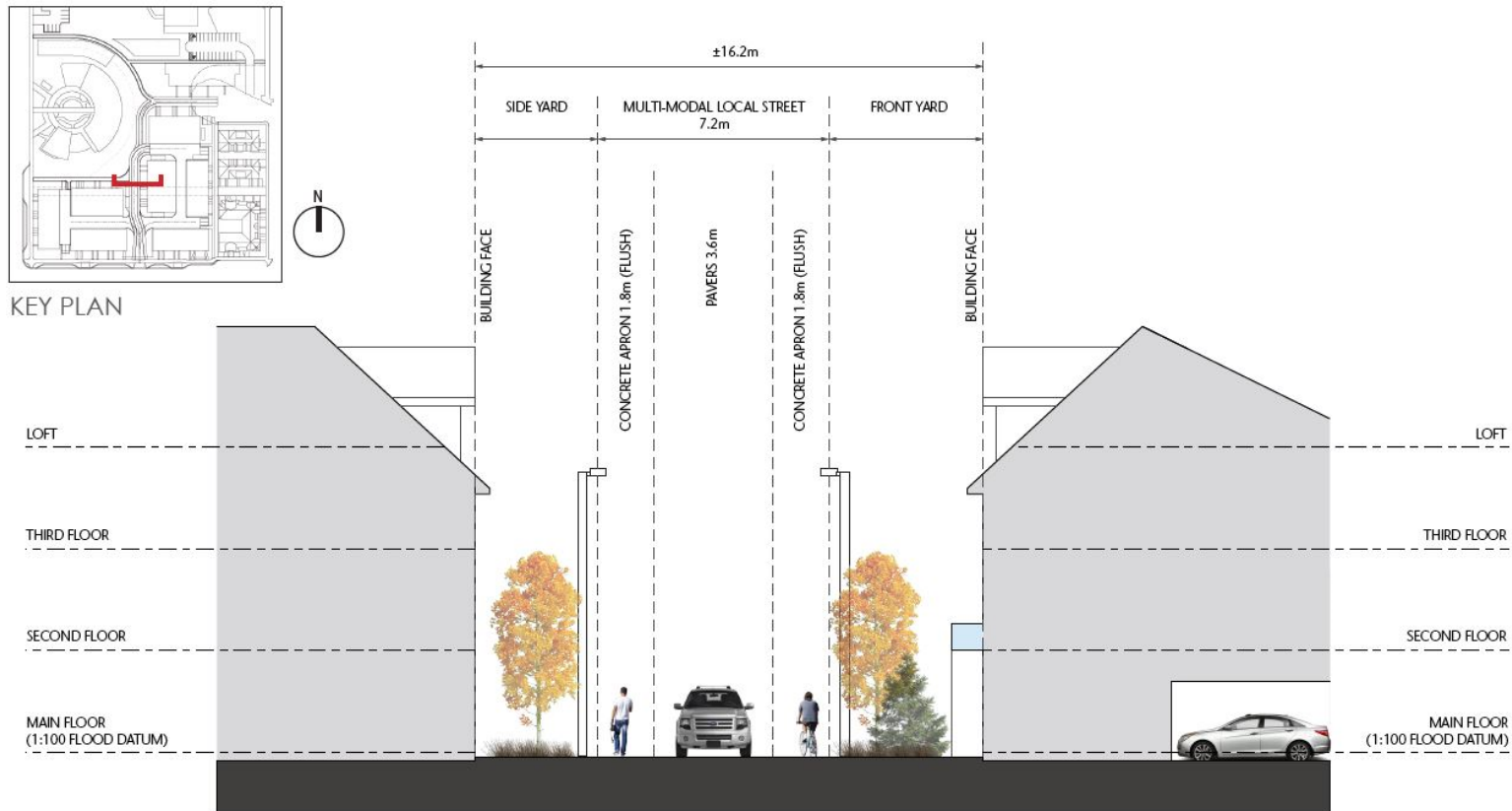


Figure 6 – Mews Cross Section Example

5.7.3. Active Transportation Network

- Support the Town’s Active Transportation Network. The study area fronts 4th Street which has been designated as a cross town active transportation corridor and on-street bike lanes are present on 7th Avenue. The pedestrian routes shall relate generally to the Map 2 Circulation Concept Plan

5.7.4. Parking

- All parking shall be contained internally to the site accessed by internal Mews Road.

- A portion of vehicle parking stalls shall be equipped for future Level 2 charging (240V outlet).
- Layby parking shall be provided 4th Street which is offsite and does not count toward onsite parking.



Figure 7 – Parking Layby Example

5.7.5. Emergency Access Road

- An emergency access road will be integrated into the multi-use pathway system. The emergency access road is not to be used for personal or commercial vehicles.

5.7.6. Traffic Calming

- Traffic calming measures shall be incorporated to reduce vehicle speed and promote a safe pedestrian and cyclist friendly environment.

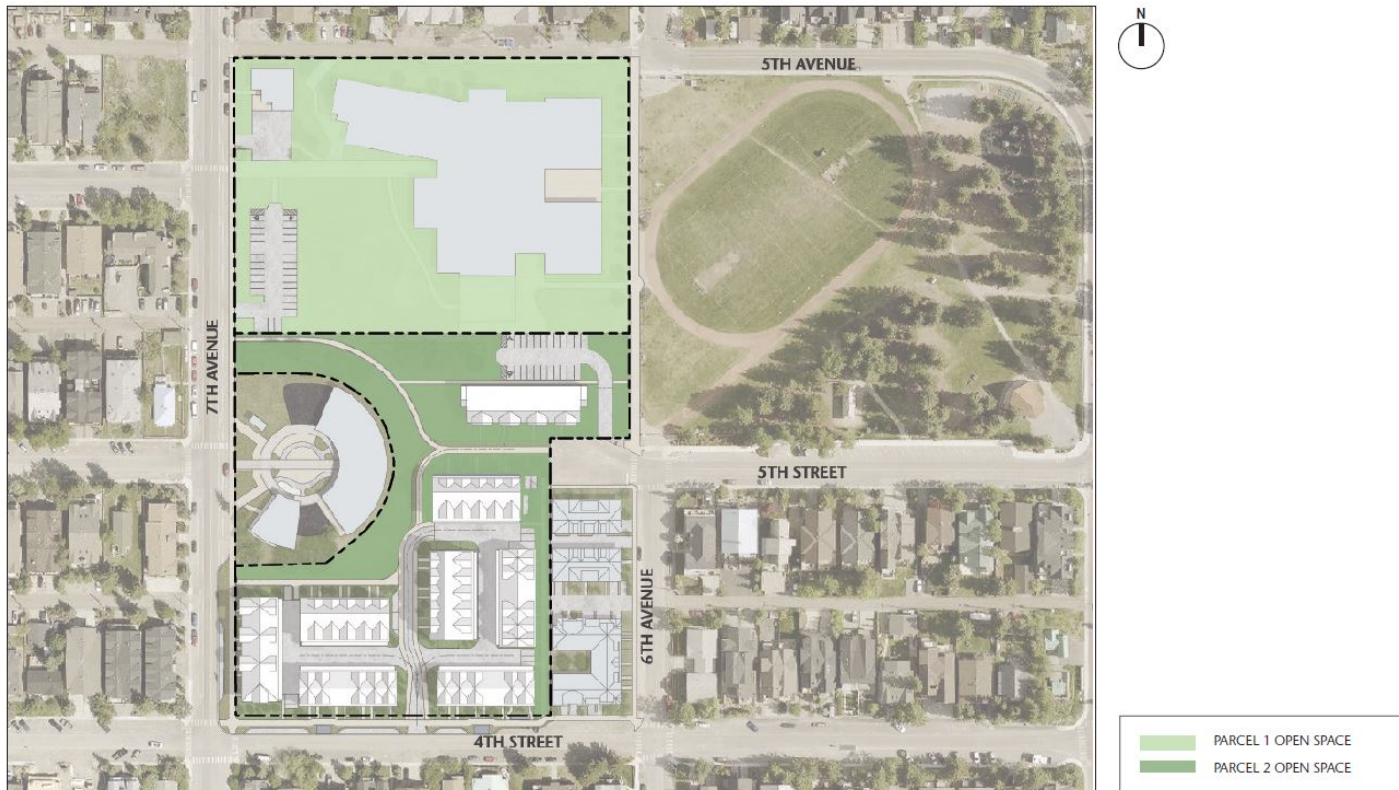
5.7.7. Innovative Street Design

- Innovative street designs shall be encouraged within the Plan area. Final design details will be developed in conjunction with the Town.

5.8. OPEN SPACE POLICIES

The open space policies are designed to ensure that the new development areas are served by a variety of active and passive open spaces. Map 4 – Open Space Plan shows the proposed open spaces within the ARP area.

OPEN SPACE PLAN



Map 4 – Open Space Plan

5.8.1. Open Space Maintenance

- The property shall be managed. An operation and management program will be established to maintain the open space in Parcel 2. Parcel 1 open space is currently maintained and will continue to be maintained by the CRPS.

- The development must mitigate/exclude the presence of ungulates through site design, landscaping, and fencing. The landscaping should avoid large areas of turf and other landscaping elements that attract ungulates and other wildlife.

6. Implementation

This section outlines the implementation policies that ensure development within the area are aligned with municipal requirements.

6.1. PLAN IMPLEMENTATION

6.1.1. Land Use Bylaw Amendment

An amendment to the Land Use Bylaw will be required to add a Direct Control District for Parcel 2. The proposed Direct Control District should be based on a slightly modified Medium Density Residential District as outlined in the Town’s Land Use Bylaw. The Direct Control District residential land use will allow a mixture of medium density residential building types, including Townhouses, stacked townhouses, and low-rise apartment buildings.

6.1.2. Direct Control District

A Direct Control District (CRPS DC District) shall be established through a Land Use Bylaw Amendment. Proposed permitted uses within the CRPS DC District are as follows:

Intended Permitted Uses:	Intended Discretionary Uses:
Accessory Building	Administrative / Sale Office
Apartment Building	Care Facility
Home Occupation – Class 1	Common Amenity Housing
Open Space	Cultural Establishment
Public Utility,	Day Care
Townhouse	Home Occupation – Class 2
Townhouse Stacked	Public Building
Employee Housing	Sign

6.1.3. Land Use Redesignation

Land Use Redesignation will be required prior to further subdivision and redevelopment in the ARP area.

6.1.4. Permits

The Town development permit process shall be required prior to the commencement of any development within the approved ARP area.

6.2. PLAN AMENDMENTS

6.2.1. Policies

Amendments to the ARP will be undertaken in accordance with the provisions for amending a statutory plan in the MGA.

6.3. PLAN MONITORING

6.3.1. Policies

The policies within the ARP should be reviewed and updated every fifteen (15) years from the time this ARP is adopted until the ARP area is entirely developed to ensure that the ARP is achieving the stated objectives.

APPENDIX A

What We Heard Report (Colliery Parc 2020)



**Colliery Parc
Lawrence Grassi Middle School Site Redevelopment
“What We Heard” Report
December 18, 2020**



Section A: Process

On December 1st, an email and briefing document was sent to Town Council members advising them that Canadian Rockies Public Schools (CRPS) would launch its public website for Colliery Parc on December 2nd.

On December 2, CRPS:

- CRPS launched its public website for the Colliery Parc residential development on its Lawrence Grassi Middle School site. The site is interactive and asked several specific questions.
- CRPS delivered 250 post cards to homes in the south Canmore area asking them for their input through the newly launched website.
- CRPS sent an email to parents and staff informing them of the proposed residential development asking for their thoughts.

On December 3, the Rocky Mountain Outlook published an article on the proposed future for the CRPS site.

On December 9th (from 7-8 and 8-9 pm) and 10th (from noon-2 and 3-4 pm), CRPS held four virtual townhalls. Planners provided more detail on the proposed development. The presentation was followed by a question-and-answer session. Approximately 47 people participated in the sessions.

On December 18, this Report was published on the website, fully accessible to members of the public. [HOME | Crps \(collieryparc.com\)](http://HOME|Crps.collieryparc.com)

A website report follows at the end of the document. We saw significant interest in the website with over 853 sessions and 604 unique visits. The Report that follows contains information from the website, comments made on Facebook and other social media platforms, the Townhalls and specific emails to the CPRS. We appreciate the level of interest in the project.



Section B: General Comments

Overall, the feedback has been balanced. There is good support for the idea of a Legacy Fund to sustain the school board and provide quality education into the future; a fund that would help bridge the swings in education funding. There is general support for housing for staff and their families on this site as well. There are existing concerns with parking and traffic congestion in the south Canmore area. There are concerns that the proposed number of units will further exacerbate this situation, obstruct views, and lower real estate values. Of the 37 comments received, 18 are in favour, 7 are in favour with conditions, and 12 are opposed. The following comments were provided at the Townhall, via email, Facebook or through the website.

1. How exciting to see the big story in the Rocky Mountain Outlook this week about CRPS moving ahead with development of lands adjacent to LGMS! It's inspiring to think of all of the ways that the project can and will create value for our community. We're committed to being an active and supportive partner with CRPS and would welcome a conversation about how that might be manifest with this venture. *Community member.*
2. So... a high-density housing development built to generate revenue to fund the school – might call it 'Spring Creek West'. *Townhall Participant.*
3. It creates a sustainable income flow and an opportunity for housing for staff, a win-win use. *Facebook post.*
4. If there is less than 2 [parking stalls] per unit, I feel it's inadequate. *Website comment.*
5. We agree, we love our garden and utilize it in our childcare programs. *Townhall participant.*
6. CRPS is proposing to jam in the maximum number of units it can on a small property. This will negatively alter the look and feel of the south Canmore's neighbourhood. *Website comment.*
7. Overall concept is pretty good, just a tad too dense for the neighbourhood, in my opinion. *Website comment.*
8. I am not necessarily against the development but feel that units can be of lower density directly adjacent to Elk Run units. Views are a critical component of living in Canmore as this adds value to each unit. The current plan, in my opinion, unfairly impinges on this. *Townhall participant.*
9. Congratulations on moving your development idea ahead. *Community member.*
10. With NDM and OLS being at almost 100% capacity, I would think a better community investment would be to utilize the land to build a new school. A pod of educational space in Downtown Canmore has multiple community benefit, including lower community investments for future development in less than desirable location (TSMV) for a school Green space

already developed (Centennial park) and well utilized, easier access utilizing green mode of transportation, less potential conflict with wildlife. *Website comment.*

- 11.** I really think it's a great idea and along time coming. Way to go to get the ball rolling. *Townhall participant.*
- 12.** This is a great idea. Innovative thinking and planning to provide some freedom from fluctuating provincial funding. *Facebook post.*
- 13.** We are the only west facing unit and the proposed development will obscure currently unobstructed views of the mountains. We are very concerned that this development will partially or complete obstruct our views and this unit will be un-sellable or see its value dimmish. *Website comment.*
- 14.** What an opportunity for our school board and our kids future funding! *Facebook post.*
- 15.** The population density with the buildings at 7th Avenue and 7th Street will already increased by a lot, this is increasing traffic, I think a new development will make things worse. I am in disagreement with your proposal. *Website comment.*
- 16.** Alignment of the laneway to existing laneways for elk run is a good consideration. *Townhall participant.*
- 17.** Just had a quick review of the proposal and I wanted to congratulate The Board and the many other CRPS Staff members who worked on and will continue to work on this plan. I think it is a first-rate idea and will address a number of challenges CRPS will face going forward. So,

it is Congratulations to one and all!!! I look forward to seeing more information as it develops. *Community member.*

- 18.** I have lived in this area for 7 years. Parking for residents is becoming an ever-increasing problem. I feel this problem will greatly increase....we also suffer from lots of noise in the wee hours of the night in warm weather with scattered residents having back yard parties, patrons leaving downtown bars and events such as weddings at Miners Hall. However, I think this project is a brilliant idea for use of this CRPS lands *Website comment.*
- 19.** I feel this is an excellent site for this proposal. *Website comment.*
- 20.** Oh, here's an idea...plant some trees there! Everyone wants more money. Kids deserve better. *Facebook post.*
- 21.** I sure like the ideas behind this. *Facebook post.*
- 22.** When I purchased my home opposite to this park, I was told that the property would never be developed. Parking is already an issue here and the addition of multi-family homes will make parking more insane. I believe this is a money grab by the Town of Canmore that would never have been approved prior to the COVID-19 pandemic. The COVID-19 crisis is transient but changing our neighbourhood with this awful development will be permanent. *Website comment.*
- 23.** The site is too congested and too many units. Its going to be noisy. *Website comment.*

24. Good on the Board! I hope they use this opportunity to build sustainably and aren't allowed to increase the allowable roof height, as this is a slippery slope.

Facebook post.

25. 100% the developers are taking a cut. *Facebook post.*

26. This is an excellent idea to generate funds through the sale/lease of surplus lands to support the financial needs of the CRPS. *Website comment.*

27. As a neighbouring resident, I would want to ensure that there is sufficient parking for all residents and some visitors within the project. *Website comment.*

28. This is how its done. *Facebook post.*

29. Will you have any hurdles to jump through from a public opinion point of view for this project? We are very excited! *Community member.*

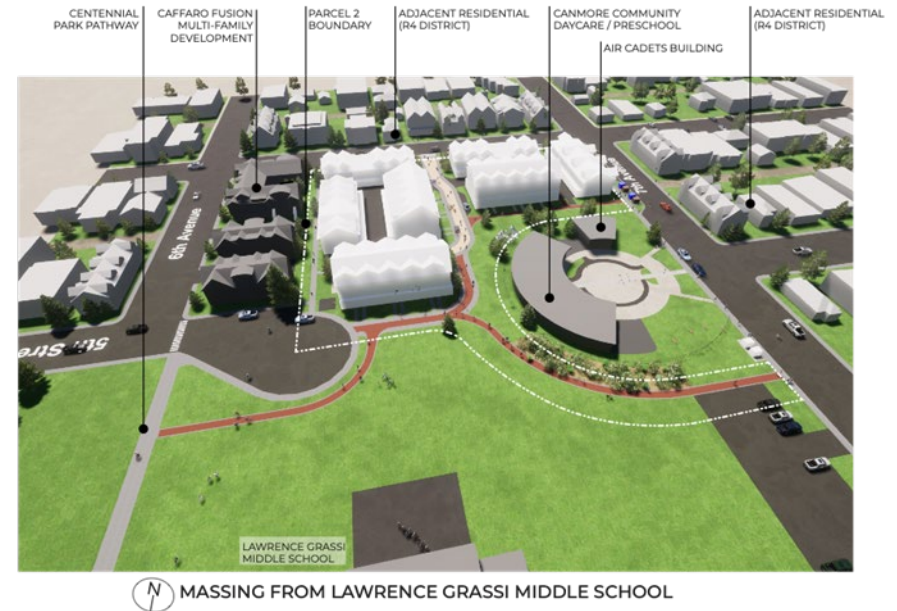
30. If they put housing there, it will curtail space used for the field events (i.e.) caber toss for the Canmore Highland Games! *Facebook post.*

31. I don't have a problem with the range of unit sizes...there should be a diverse range...only the total density is a concern. *Website comment.*

32. Public education should be funded through general taxes. Schools should not be funded through general taxes. Schools should not sell/lease assets to fund education. Education shall be equal for all Alberta schools. Other schools that haven't been gifted similar

real estate will be at a disadvantage if this project is allowed to proceed. *Website comment.*

33. At least in this case the money stays in the valley and is put to good use. Not just lining some already rich developers' pockets. *Facebook post.*



34. This is a great idea. Innovative thinking and planning to provide some freedom from fluctuating provincial funding. *Facebook comment.*

35. Parking is already overloaded. We need more parking. *Website comment.*

36. I wanted to spend some time sending some "positiveness" your way! This is a quick message to say

that I love the actions of CRPS about moving forward with building real estate on the school grounds. CRPS is taking advantage of the power of real estate, this is great for our future. *Website comment.*

37. What a great out of the box way to fund education. Well done. *Facebook post.*

Section C: Frequently Asked Questions

The following questions were asked at the Townhall or through the website.

Height, Unit Numbers and Surrounding Context

1. What are the proposed heights of the buildings? How many storeys?

The buildings within the proposed residential development will be between 2.5 and 3.5 storeys depending on the location on the site. Those residential buildings on the outside of the development will be 2.5 storeys, consistent with existing residential units surrounding the site. Those buildings within the residential development are proposed to be 3.5 storeys to allow for flexibility in unit size and form – townhomes and smaller apartment units.

2. What is the proposed elevation of the proposed buildings next to Elk Run? Same height or higher?

The proposed elevations of the buildings next to Elk Run are the same height. We are mindful of the impact of our development and have also added a 6-metre buffer between the existing and proposed residential units. This buffer is 4 times more than required under a regular R4 setback.

3. The two Elk Run complexes have a total of 20 units and represent approximately 1/3 the size of your whole complex, which is to have up to 100 units. Please explain the difference. Is it the same density?

The Elk Run development has a medium density R4 land use. We are basing our Direct Control Bylaw on medium density R4 land use consistent with the current zoning for Elk Run. Our proposed development is 89 units per hectare which is less than the density stated in an R4 land use at 98 units per hectare. What is different is in how we are scaling the development. We are asking for additional heights internal to the site to be able to mass our units differently and create innovation in how the units are built.

4. Lastly, how many units are going to be kept for teachers and other staff members? What is the % of units for staff and families?

We are still working out the mix of affordable and market units. This will be determined after the total number of units are confirmed. CRPS is committed to including affordable housing for staff and their families within the residential development. We need to ensure that the market housing can pay for the affordable units with a reasonable return to CRPS to create a sustaining Legacy Fund. A viable, resilient school board will ultimately benefit the community.

5. Would Affordable Housing also apply to the daycare staff?

Priority for affordable housing units will be given to CRPS staff and their families. There may be opportunities for other groups should these units not be required. This will be investigated.

6. How many units can we expect?

CRPS is applying for up to 100 units. We may not build all the units but would like to have the flexibility to be innovative at the time of detailed design.

7. How many people do you expect to live in the community?

The average household data for Canmore from the 2016 Census was 2.4 persons per household. Assuming 100 units are constructed and 100% of the units will be occupied by local residents and their families at this time we estimate the population of the community to be 240 persons.

8. How many of the units will be sold and rented?

At this point in time, we do not know the mix of rental and owned units. This will be completed at the detailed design stage of the project.

9. I don't feel that the proposed development adequately takes into account the lifestyle and asset values of the current Elk Run and Caffero Fusion owners. Is this a forum for discussion on this issue?

CRPS would like surrounding neighbours to consider the broader community benefits of this development – a diversity of housing and a long-term fund to support the viability and resilience of the school division. We have tried to consider the impact of our residential development on the surrounding neighbours. We have planned for a 6-metre buffer to create more distance from the existing and proposed residential buildings creating more green space than would normally be required under the current R4

Bylaw. The buildings along 4th Street and 7th Avenue and the Elk Run development are the same height as the existing residential development in the neighbourhood. We have also aligned the laneways within our development with the current residential development to maintain continuity and termination points.

10. Is the proposed redevelopment consistent with the neighbourhood?

Yes. The site is located within a neighbourhood where the urban pattern is a laned grid system with built forms that include single family homes, multi-unit residential, parks and open space, civic and institutional uses. The site is ideally situated within walking and cycling proximity to commercial, civic and amenities in the heart of Canmore. The site is located one and a half blocks south of the retail and restaurant amenities located along Canmore's commercial main street (8th Street) and directly adjacent to the Town's central open space, Centennial Park. It should also be noted that the school site has been identified throughout statutory and non-statutory plans as a site for civic and community uses with the potential for residential development.

Parking

11. Parking is always a problem with these kinds of projects, what if anything will you do to take care of this problem? How many parking stalls per unit? Where is the visitor parking located?

The proposed residential development is guided by the current policy approved for the town of Canmore. We have been thoughtful in our parking plan to ensure that all parking for the proposed residential development is captured within the site. Each unit will have either a garage parking stall or covered parking to service their unit. Visitor parking is provided within the covered parking and laybys throughout the site. All the parking requirements for the residential development including visitor parking have been incorporated on site.

12. How many units have garages?

This will be determined at the time of detailed design. All townhome units will have garages.

Traffic Congestion

13. You are putting a lot more traffic on 7th Avenue and 4th Street. Do you think both through roads can handle the extra traffic? Will only one entry and exit create congestion on 4th Street? The width of the single entry/exit road is much narrower than 4th Street and 6th Avenue – will it be a pinch point?

Based on input to date from our consultant engineering team and the Transportation Department of the town of Canmore, the proposed 7th Avenue and 4th Street will be able to handle the additional traffic volume. The width of the single entry / exit point to the site has been designed according to the City of Calgary standard for developments of this type.

14. This development could add 100 plus vehicles entering/exiting from the one access off 4th Street?

Correct. However, given the central location of the project within the Town our proposed plan puts a high degree of emphasis and accessibility to alternative modes of transportation, primarily pedestrian and bicycle modes. The higher the percentage of mode share that can be achieved on the site, the lower the peak vehicle loading will be on 4th Street.

15. How will the roadways be completed to manage and keep it safe for walking and cycling for local residents and students?

The internal traffic network will consist of an entry “mews” that will service a network of internal lanes that interface with the rear of the adjacent homes. The proposed speed limit of the development will be 15km/hr and the “mews” road will be a ‘shared’ street where pedestrians and cyclists have priority over drivers. In addition, the “mews” road will make use of traffic calming devices to ensure local traffic speeds remain low. Studies have shown that the use of shared streets reduces the frequency of car to pedestrian, and car to bicycle incidents.

16. Is the intent that this housing is restricted to full-time Canmore residents? How will you prevent it from becoming tourist-homes or just weekend-use?

It is our hope that families living and working in Canmore will be able to afford to live in our residential development. The more families that live in our community, the greater number of students attending our schools. We cannot control the market and will do what we can to ensure a diversity of housing options at a variety of price points that will meet the needs of many. We will also have affordable units for staff and families of CRPS which will provide

affordable options and ensure that we can retain and attract quality staff.

School Use

17. Okay, I get it – lots of pressures from developers to build – but once you have built on school land, its obviously no available for either green-space or for the school’s use. Is that truly what is best for the schools or its programs?

CRPS has been considering this residential development for over four years and is responding to the need for a more diverse housing stock within Canmore and for a more sustainable school division. We have balanced several factors including the growth of our school division within the town of Canmore and the need for additional school sites with the need for stable, long-term funding to support educational programs and housing for staff and their families.

We are currently in discussions with several other developers for new school sites in new communities. The LGMS site is already a multiuse site. CRPS provided a portion of our land on long term lease to the daycare. And we have an additional multipurpose facility serving the Air Cadets. CRPS has an agreement with the town of Canmore for the use of Centennial Park just east of the school site so

additional field space is not required.

18. Who Owns the current site?

The Lawrence Grassi School site is in the Town of Canmore, Alberta. The entire site is owned by CRPS. The entire site is approximately 3.59 hectares (8.8 acres).

19. This land was gifted to the CRPS for educational purposes. Is it consistent with the conditions that was gifted under?

The land was gifted for school board purposed. Proceeds will benefit existing and future students through the support of existing and new educational programming, it will provide sustaining funds for CRPS to counter the swings of educational funding experienced by a small school board, and it will benefit the broader community through the addition of a diversity of housing. Over the years, multiple ministers of provincial governments have agreed that our proposed residential development is an appropriate use for this land.

20. Has the Town addressed the need for new educational space with the Board? Can a potential agreement between the Board be established to ensure the need for housing for educational staff as expressed by CRPS and the need for a new school

building within the next few years in Canmore be evaluated? Can the land be bought for such purposes?

CRPS is working with other developers within Canmore to secure new school sites as per its growth plan. Land is usually held aside for school purposes when new communities are developed. Affordable Housing for staff is only one reason to redevelop the current site, a Legacy Fund is important as well for all the reasons mentioned in the answer to question 19. It is important to note that the land is not contiguous with the LGMS school site. The current school can increase in capacity if required in the distant future.

Legacy for the Future

21. You are hoping to make a certain amount of \$\$ every year on the rentals and the selling of the units. Do you have a yearly amount that you need or are thinking about? Do you have a business case and if so, please provide it?

We are not able to share this information as the final unit count and costs have yet to be confirmed. This will be completed after approvals when the extent of the residential development is confirmed.

22. Is there capacity to discuss one of the buildings being used for community space for educational purposes?

The current school provides for some community use specifically for educational purposes and both the daycare and air cadet facility provide a community benefit. Taking one of the buildings out of the total would jeopardize our ability to provide a sustaining fund for the future. There may be other opportunities to explore this idea on the northern portions of the site closer to the LGMS, but it is already a multiuse, community site.

Public Realm: Parks, Community Gardens and Pathway System

23. Does the pathway to the west of the roundhouse cut into the daycares current parking lot?

Minor adjustments to the plan will need to be made when the detailed design is completed. The current parking lot will be maintained.

24. Will the community gardens remain at the same scale?

Yes. The community gardens will remain as they are now. CRPS realizes how important these gardens are to the community and the value they bring to the site.

25. Has there been any environmental impact assessment done or will it be? There is significant wildlife in this park at all times of the year... will this be considered?

This site is not in a wildlife corridor or a habitat patch. CRPS believes that developing this land will help solve the Elk safety issues that currently persist. We will comply with the Town’s direction on required impact assessments.



26. Due to the density close to a daycare/preschool has security been considered?

Yes. The residential buildings were moved as far south as possible to create a landscape buffer between the proposed residential development and the daycare site. Further analysis will be completed during detailed design.

27. How large is the area that comprises pathways, open/green space?

The residential development proposes approximately 51,000 square feet of landscaped area which includes pathways, front yard setback areas, the 6-metre setback and walkway along Elk Run and landscape bulbs adjacent to buildings. Some of the open space will accommodate active and passive recreation amenities and a playground. The open space adjacent to the Lawrence Grassi Middle School will also remain, including the open space and connection to the adjacent Centennial Park. Only a few blocks to the west are a series of parks and open space along the Bow River, including linear pathway connection to the Town’s extensive network and the adjoining provincial park system.

28. The area is already under great pressure. How will you improve the existing streets to make them safer for pedestrian and improve parking?

The existing carriageway of both 4th Avenue and 7th Street are wider than required for the type of street function they

perform. Because of this, off-site improvements have been proposed along both 4th Street and 7th Avenue adjacent to the site including sidewalks. The introduction of layby parking and traffic calming bulbs will aid in reducing traffic speeds and eliminate 90-degree parking which will eliminate the risks created by vehicles backing out on to 4th Street. It should be emphasised that these improvements will only be made adjacent to the site and will not be made to, or impact adjacent properties and their parking arrangements.

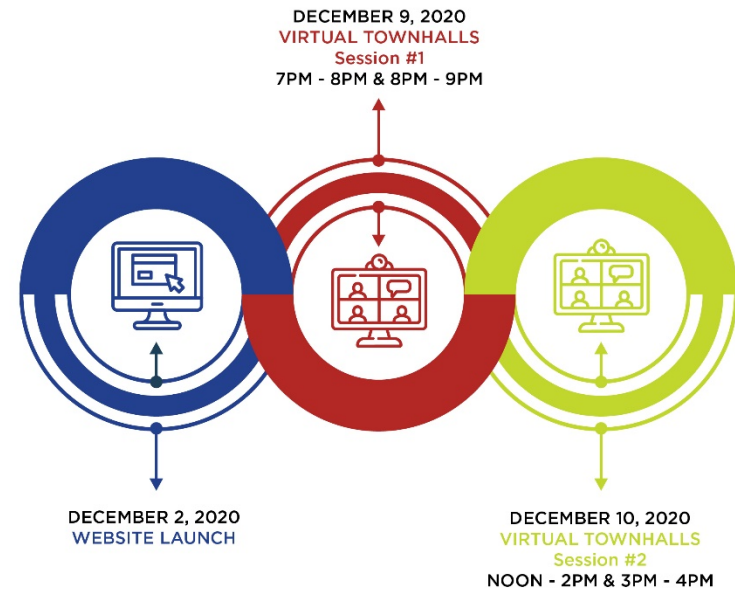
Consultation Process

29. Consultation for a project of this magnitude should be conducted in person. Please postpone until all voices can be heard through a proper in person consultation when COVID regulation allows.

Thank you for your comment. We have been working on this project now for over four years to ensure the right balance for our students, the school board, and the community. We did wait over eight months to launch our project out of respect for COVID-19 in our communities. None of us know when this pandemic will end or when our lives will return to normal. All business cannot stop because of COVID. The Town has successfully used online

tools for Council public hearings. Given their experience, we decided to launch our project and utilize online tools to engage the community.

We hosted four virtual open houses that overall were well attended and receive both positive and negative feedback. Members of the public will have two potential opportunities to provide comment directly to Council members – the first as part of the ARP Bylaw public process and the second as part of a Land Use Amendment process.



Website traffic and statistics follow.

853

Total Site Sessions ⓘ

▲ 2,566%

604

Unique Visitors

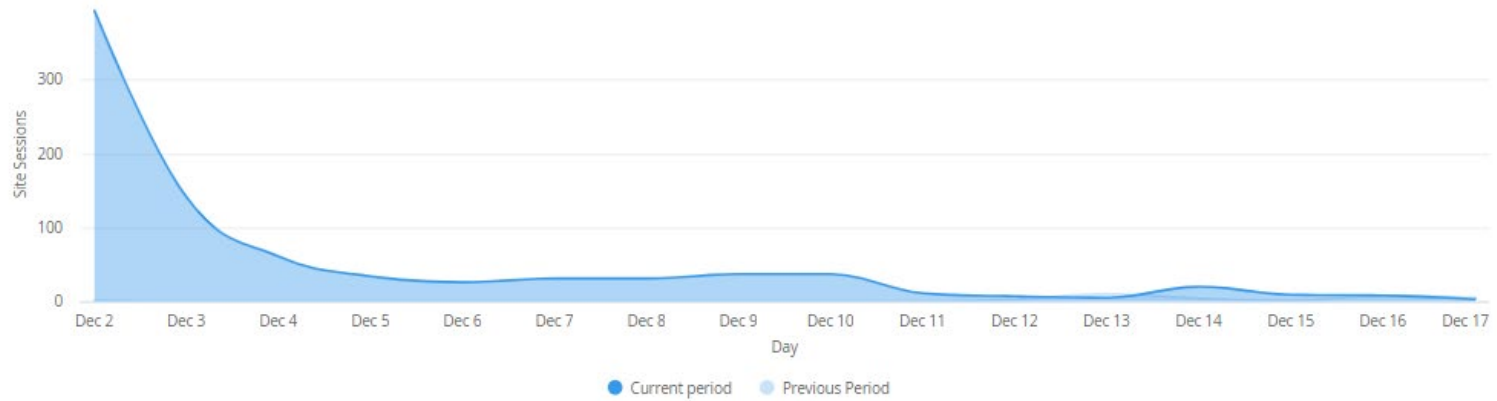
▲ 3,675%

03m 12s

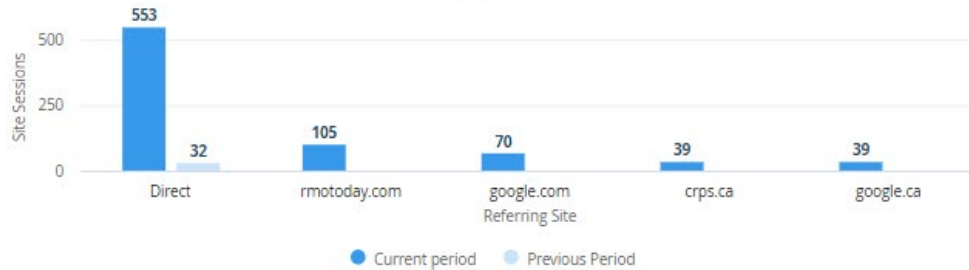
Average Session Duration

▼ -65%

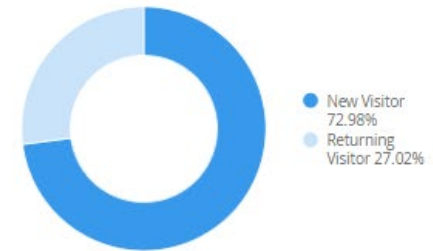
Traffic over Time ⓘ



Top Referring Sites ⓘ



Visitor Retention ⓘ



APPENDIX B

Conceptual Servicing Report (McElhanney Ltd. 2021)

To Lori Van Rooijen - Project director	From Daniel Fowler P. Eng. – Project Engineer
Re Conceptual Servicing Report (REV 2)	Date August 19, 2021

CONCEPTUAL SERVICING REPORT – CANADIAN ROCKIES PUBLIC SCHOOLS (REV 1)

1.0 Introduction

McElhanney was retained by Canadian Rockies Public Schools (CRPS) to provide civil engineering consulting services in support of the Area Restructure Plan (ARP) for the proposed redevelopment of CRPS land between 6th and 7th Avenue, south of the existing Lawrence Grassy Middle School and north of 4th Street in Canmore, AB. The development is located two blocks south of Canmore's Main Street hub and is connected to Centennial Park to the east with a land plan description of 071 5292, Block 60 Lot 21 (in two parts). The CRPS and Canmore Community Daycare are existing facilities within the redevelopment boundary. A proposed residential development consisting of townhomes is proposed, providing family friendly residential space to help meet Canmore's growing needs. The following memo outlines various site servicing concepts for grading, stormwater management, sanitary sewer and potable water servicing with conformance to the Town of Canmore Engineering Design and Construction Guidelines (EDCG). Any of the infrastructure detailed in this report or other design information is conceptual in nature and must be confirmed at the subdivision servicing or development permit stage during detailed design.

2.0 Pre-Development Existing Conditions

A detailed summary of the existing utilities has been provided in Appendix A, Figure 1: "Existing Utilities Plan" showing the infrastructure on the public streets and within the development boundary. The utility information summarized in Figure 1 has been obtained from a legal survey completed on October 2, 2019 by McElhanney (See Appendix B) and background linework from the Town of Canmore. The following is a brief description of each of the public deep utilities in proximity to the development:

2.1 Existing Water and Sanitary Utilities

There is an existing 200mm sanitary sewer main along 4th Street and an existing 400mm sewer main on 5th Street (east of 6th Avenue to Lift Station #1) that would typically provide sanitary service connection(s) to the public infrastructure. Through discussions with the Town and as referenced in the 2016 Utility Master Plan (UMP), both mains are currently at capacity due to ground water infiltration and are at risk of surcharging during peak wet weather flows. The Town has indicated that no upgrades are planned to increase the sanitary servicing capacity for approximately 5-10 years and that alternative servicing strategies will need to be considered for the CRPS redevelopment in the interim. Both existing sanitary mains on 4th and 5th Streets flow to the east toward 5th Avenue (one block away) and into Lift Station #1. It has been confirmed that Lift Station #1 has the capacity to handle flows from the development. Alternative sanitary servicing options are explored in section 3.0 of this memo.

A 200mm water main exists along 7th Avenue and a 150mm water main exists on 4th and 5th Streets. The Town has indicated that improvements to Pumphouse #2 are under consideration in ~2022 as a capital project and,

when completed, would increase the water pressure and fire flow capacity in the general vicinity of the proposed development.

2.2 Groundwater

According to the Town of Canmore's Engineering Design & Construction Guidelines (EDCG), the 1:100 Year Design Groundwater Elevations map (Figure HLC 9.8) has an estimated 1:100-year high design groundwater level of 1308.8 on the north end of the site and 1308.60 on the south end of the site. The EDCG and Town Land Use Bylaw prohibit the building of habitable floor space below the maximum 1:100-year design groundwater elevation.

All sanitary and water service piping and water meters located in subsurface mechanical rooms shall be sealed against infiltration of any groundwater and shall be situated above the 1:100-year design groundwater level unless the mechanical rooms are designed and constructed to withstand the infiltration of groundwater.

As per section 9.4 of the EDCG "Underground Parking and Lowest Parking Slab Elevation" - parkade floor levels may be lower than the 1:100-year groundwater level where feasible but not lower than the 1:20 year groundwater level to avoid frequent nuisance flooding." Historically, the 1:20-year groundwater elevation has been estimated to be 300mm lower than the 1:100-year groundwater elevation.

Existing Grades and Storm Water

The existing site is relatively flat and generally slopes towards the center of the school grounds where several drywells capture the current storm water for ground infiltration. A detailed survey with elevations and contours has been provided from the October 2, 2019 by McElhanney survey and attached in Appendix B.

3.0 Proposed Servicing Concept

3.1 Deep Utilities - Sanitary

From discussions with the Town and as noted in the 2016 Utility Master Plan, the adjacent public sanitary sewer mains are at capacity and no capital projects are planned for gravity main improvements in the next 5-10 years. The Town's sanitary Lift Station #1, located one block east along 5th Avenue, is where the public gravity mains ultimately connect, and the Town has confirmed that the lift station has the additional wet well and pumping capacity needed to accommodate the development. To service the site, several offsite servicing alternatives are explored to connect to Lift Station #1.

There are four design options that are discussed in more detail below, complete with a sketch of each servicing layout found in Appendix A, Figures 2a, 2b, 2c & 2d. The sanitary servicing options will require more collaboration between all parties during detailed design to come up with the optimal solution between all parties. In all options, Building 7, bordering 7th Avenue, is proposed to be serviced off 4th Street for efficiency.

Option 1 (Figure 2a) - Onsite lift station and forcemain down the alley to Lift Station #1

An onsite lift station located east of the existing daycare has been proposed to collect all the onsite sanitary generated by the development and pump it directly to Lift Station #1 via a forcemain through the alleyway between 4th Street and 5th Street. When sewer improvements along 5th Street are completed in the future this design will allow the lift station to be de commissioned. The gravity connection to 5th Street should be installed and plugged in the interim so that no surface disturbance will be needed once upgrades are complete.

Option 2 (Figure 2b) – Offsite gravity main down the alley to Lift Station #1

A permanent gravity main leaving the development via 4th street, down 6th Avenue and to the east through the alleyway would connect to Lift Station #1. This would provide a permanent solution to conveying the development flows without the upfront and ongoing costs of installing a lift station. In addition, further discussions with the Town may provide an opportunity to alleviate some of the over-capacity flows from 4th or 5th Street by connecting a sanitary main down 6th Avenue to intercept the gravity main before heading into the lift station to the east.

Option 3 (Figure 2c) – Offsite gravity main twinning along 5th Street

All the onsite sewage would gravity drain to the north and then east via a new gravity main along 5th Street. The new main would parallel the existing public main and run along the north side of 5th Street until it connects to the existing 5th Avenue trunk main that ties into Lift Station #1. Depending on trunk main pipe capacities, it may need a new connection into Lift Station #1.

Option 4 (Figure 2d) – Off site gravity main twinning along 4th Street

All the onsite sewage would gravity drain to the South and then east via a new gravity main along 4th Street. The new main would parallel the existing public main and run along the north side of 4th Street until it connects to the existing 5th Avenue trunk main that ties into Lift Station #1. Depending on trunk main pipe capacities, it may need a new connection into Lift Station #1.

General Servicing Considerations:

Within the development each of the proposed townhouse buildings may be serviced individually if desired. However, to reduce the number of connections and reduce costs, a single service is recommended connecting from the sewer main in front of the units to a common mechanical room with all units connected to the common mechanical room through the interior building plumbing system. This condominium style servicing is recommended and should be considered during detailed design to reduce the number of service leads from the mains.

The following table is a summary of the anticipated sanitary flows generated from the overall proposed development based on the estimated population at each building.

Table 1: Summary of Sanitary Demand

Bldg #	People (P)	P 1000 (P)	Flow (l/day)	Ave flow (m3)	Ave Day (l/s)	Harmons (PF)	Peak Flow (l/s)	I&I area Acres	I&I area Ha	I&I flow (l/s)	Total (l/s)
1	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
2	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
3	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
4	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
5	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
6	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
7	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
8	36.6	0.037	13,176	13.18	0.15	4.34	0.66	1.27	0.51	0.34	1.00
Total	292.8	0.2928	105,408	105.41	1.22	4.34	5.30	10.16	4.11	2.71	8.01

Assumption Notes:

- Flows based on 360 lpcd as per the EDCG Table 5-1.
- Infiltration (I&I) was calculated using 57,024 L/Ha/day as per EDCG Section 5.2.1.
- Harmons peaking factor (PF) used: $1+14 / (4+P \frac{1}{2})$ (P = tributary population in 1000's) per the EDCG Section 5.2.1.
- Population based on estimated occupancy provided by MTa in the ARP.

3.2 Deep Utilities - Water

The existing public water main connections exist along 7th and 6th Avenues and along 4th Street as seen on Figure 3 in Appendix A. Looping is proposed through the site with a 200mm watermain to allow for internal building servicing and fire flow accommodation. To reduce the amount of buried infrastructure, Building 7 along 7th Avenue has been proposed to connect to the watermain directly to 4th Street. We have shown two hydrant locations within the site boundary to provide the required hydrant coverage of 60m for high density and commercial developments. Final hydrant locations can be adjusted during detailed design for optimal building coverage once the layout is confirmed, factoring in the locations of other offsite hydrants which also provide partial coverage of the site.

The following table is a summary of the anticipated average, peak day and peak hour water demand generated from the overall development based on population at each building.

Table 2: Summary of Water Demand

Bldg #	People (P)	P in 1000's (P)	Flow (l/day)	Ave flow (m3)	Ave. Day l/s	Peak Day (2x Ave Day)	Peak hour (4xAve day)
1	36.6	0.037	9,150	9.15	0.11	0.21	0.42
2	36.6	0.037	9,150	9.15	0.11	0.21	0.42
3	36.6	0.037	9,150	9.15	0.11	0.21	0.42
4	36.6	0.037	9,150	9.15	0.11	0.21	0.42
5	36.6	0.037	9,150	9.15	0.11	0.21	0.42
6	36.6	0.037	9,150	9.15	0.11	0.21	0.42
7	36.6	0.037	9,150	9.15	0.11	0.21	0.42
8	36.6	0.037	9,150	9.15	0.11	0.21	0.42
Total	292.8	0.29	73,200	73.20	0.85	1.69	3.39

Assumption Notes:

- Flows based on 250 lpcd as per the EDCG Table 4-1 (for ultimate population).
- Peak Day flows are 2.0 x Average Daily Demand flows as per EDCG Table 4-1.
- Peak Hour flows are 4.0 x Peak Daily Demand flows as per EDCG Table 4-1.
- Population based on estimated occupancy provided by MTa in the ARP.

Fire Flows

McElhanney has obtained existing fire flow and pressure information from the Town of Canmore (provided by CIMA+) as shown below in Image 1. The image summarizes the available Fire Flow (FF) at Maximum Daily Demand (MDD) in liters per second (L/s) at the two watermain connection locations to the public system from our development. The pressures shown below (in psi) are static pressures under MDD, not residual pressures under the fire flow scenario at these three locations.

Image 1: Available Fire Flow and Pressure Max Daily Demand

The proposed development is considered high density. As per Town of Canmore EDCG Tables 4-1 and 4-2, the required fire flow shall not be less than 300L/s for high density areas with multiple, closely spaced or continuous buildings of 3 floors or more with a residual pressure not less than 140kPa (20psi).

Expanding on the existing water model data from Image 1, McElhanney has proposed looping the watermain through the development as shown in Figure 3, Appendix A to obtain the best available scenario for fire flows. Two hydrants are proposed within the development and were modeled for fire flows. Both Hydrants 1 and 2 from Figure 3 can achieve the required 300 L/s with residual pressures remaining above the required 140kPa.

The water model that was prepared by McElhanney is limited to the site-specific boundary conditions provided by CIMA+ at the time of the request. It is understood through discussions with the Town that Pumphouse #2 may be going through capital upgrades in ~2022 and this would change water pressure and fire flow capacity in the general vicinity of the development and impacts would need to be confirmed at detailed design. The current model shows that when withdrawing 300L/s at the onsite hydrants there is an increase in the water velocities in the 150mm diameter connection points on 4th and 5th Streets to approximately 7-8 m/s which exceeds municipal guidelines.

Recommendations:

- Additional modeling to be requested by CIMA+ to confirm any velocity concerns with the 200mm internal looping added to the Town's water network.
- If capital upgrades proceed to Pumphouse #2, the new water pressure boundary conditions will need to be updated and analyzed during detailed design to confirm fire flows are achieved and water velocities are within tolerance.

- If velocity is identified as a concern, there are multiple solutions including:
 - Installing a second 200mm water connection from 7th Avenue into the development north of the daycare; or
 - or upsizing the 150mm watermain along 4th Street to a 200mm watermain.

Additional fire protection may not be required pending Pumphouse #2 upgrades and updated CIMA+ modeling confirmation, however, the following can also be considered during detailed design.

In accordance with the “Fire Underwriters Survey Guide to Recommended Practice” (FUS), there are several ways to mitigate the fire flow by design:

- Obtain approval from the municipality for a deviation from the FUS fire flows. This discretionary option can be considered if the municipal water system simply cannot meet the design guidelines, regardless what onsite improvements are proposed;
- Install an automatic sprinkler system;
- Improve the building material combustible rating;
- Install a firewall that meets or exceeds the requirements of the current National Building Code of Canada, may be deemed to subdivide the building into more than one area or may, as a party wall, separate the building from an adjoining building;
- Provide onsite firewater storage tank and pumps sized to meet FUS requirement; and
- Improve emergency services and/or municipal infrastructure.

3.3 Storm Water and Overland Drainage Concept

The location of the proposed development within Canmore does not allow for conventional storm main connections. Instead, most of the storm water will need to be surface graded towards low lying (preferably landscaped) locations on site where the storm water can be treated and/or stored and ultimately allowed to infiltrate into the ground water via drywells or rain gardens. Figure 4 in Appendix A shows proposed locations of drywells and a rough grading plan for the internal roadways. Infiltration locations should be designed around the low points within the development. Final road grades, site grading and drywell infiltration locations will be finalized during detailed design.

Since the site falls within the Town of Canmore’s 500m OGS Infiltration zone boundary, storm water will require pre-treatment from all drivable surfaces such as an oil grit separator (OGS) and/or Low Impact Design (LID) stormwater management system to limit solids and hydrocarbons from entering the groundwater. The stormwater from the landscaping, common areas and roof leaders will be clean enough that it is not necessary to provide any treatment for this water before infiltrating into the ground.

The subject site is located on the overland flood fringe map (EDCG HLC 9.3) as defined by the Town of Canmore based on information from Alberta Environment and Parks. From this map the minimum ground floor elevation is shown as 1309.50m for the majority of the site. The northwest portion of the site also includes an area that has a minimum ground floor elevation of 1309.80m.

3.4 *Additional Stormwater Considerations*

Infiltration rates are site-specific and it is recommended that before detailed design a geotechnical report be completed to confirm design parameters such as infiltration rates to assist in the storm water drywell and rain garden designs. Road and pavement structures and building foundation designs will also rely on geotechnical reporting for design parameters and recommendations.

3.5 *Shallow Utilities*

Shallow utilities such as natural gas, communications, cable TV., streetlights and power service will require the respective utility providers to be contacted early in the detailed design to coordinate the servicing design, alignments and confirm capacity for each shallow utility. Typically, the shallow utilities will follow the road alignment or within an easement just off the road right-of way. Currently the minimum separation requirements on typical road cross sections are being reviewed and updated by the Town so cross section details discussed in the next section may be subject to change during detailed design. Currently in South Canmore there is a mixture of buried and overhead shallow utilities. It is understood that the proposed development utilities will all be buried.

3.6 *Typical Street Cross Section and Utility Clearances*

A typical cross section of the proposed mews shared street has been provided in Figure 5, Appendix A. The cross section shows water and sanitary mains designed under the pavement surface. Horizontal and vertical spacing for the deep utilities has been summarized below:

- Hydrants and water/sewer services shall be separated from catch basins and manholes by a minimum of 2.5 meters.
- Water and sewer mains shall maintain a minimum separation of 2.5 meters unless otherwise approved.
- There shall be a minimum vertical separation as per Alberta Environment guidelines.

As shown in Figure 5, the shallow utilities are preferred to be contained in a shared easement located off the paved or hard surfaces. The easement would typically be approximately 3.5m wide and located behind the sidewalk and street lighting, preferably in a landscaped area. Gas, power, and communications providers will need to be coordinated with early in the detailed design to confirm final alignments. Fortis has new guidelines requiring a 3.0m separation from any deep utility however there may be room to bring the gas or other shallow utilities under the paved surface to reduce the easement width at the detailed design stage.

3.7 *Infrastructure Ownership Options*

Through discussions with CRPS it is understood that they would like to keep the internal roads and the stormwater utilities as “private”. In other similar developments within the Town of Canmore the road network, storm systems, and surface works have remained part of the private infrastructure. It is our recommendation in this situation to keep the potable water mains / hydrants and sanitary mains as public utilities (water & sanitary services would be private). Storm systems and surface works would also be private infrastructure. This can be accomplished by providing a utility easement that would allow the Town access to the water and sanitary infrastructure for maintenance, while not taking over the ownership and maintenance of the roadway, other private infrastructure, shallow utilities, or the land. The benefits of private ownership of the roads and public ownership via easements for water and sanitary are:

Benefits:

- Town and developer both benefit from the looping of the watermain with increased pressures and fire flows.
- The Town is better equipped to operate and maintain the water and sanitary system infrastructure compared to a private entity.

Challenges:

- The developer would still need to clear and maintain the private road network and allow the Town to access the sanitary and water mains, as and when needed, for utility maintenance.

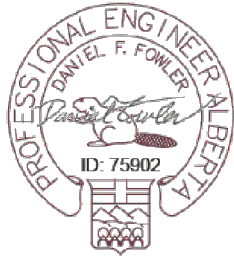
4.0 Limitations

McElhanney has completed this assessment with due diligence and the report can be relied upon to the extent of the available information and logically inferred conclusions therefrom. The absence of any indication of concerns beyond those already noted does not preclude the possibility of an occurrence that could not be determined by this type of study. The purpose of this memo is to highlight the existing municipal services surrounding the development boundary and propose several concept plans for site servicing.

This report has been prepared by McElhanney Ltd. at the request of Canadian Rockies Public Schools. The information and data contained herein represent McElhanney's best professional judgment in light of the knowledge and information available to McElhanney at the time of preparation. Except as required by law, this report and the information and data contained herein are to be treated as confidential and may be used and relied upon only by the client, its officers, and employees

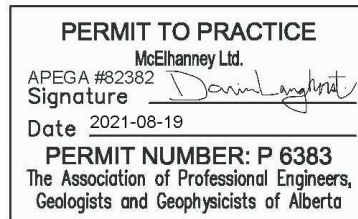
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Prepared by:



2021-08-19

Reviewed by:



Daniel Fowler, P.Eng.
Municipal Project Engineer

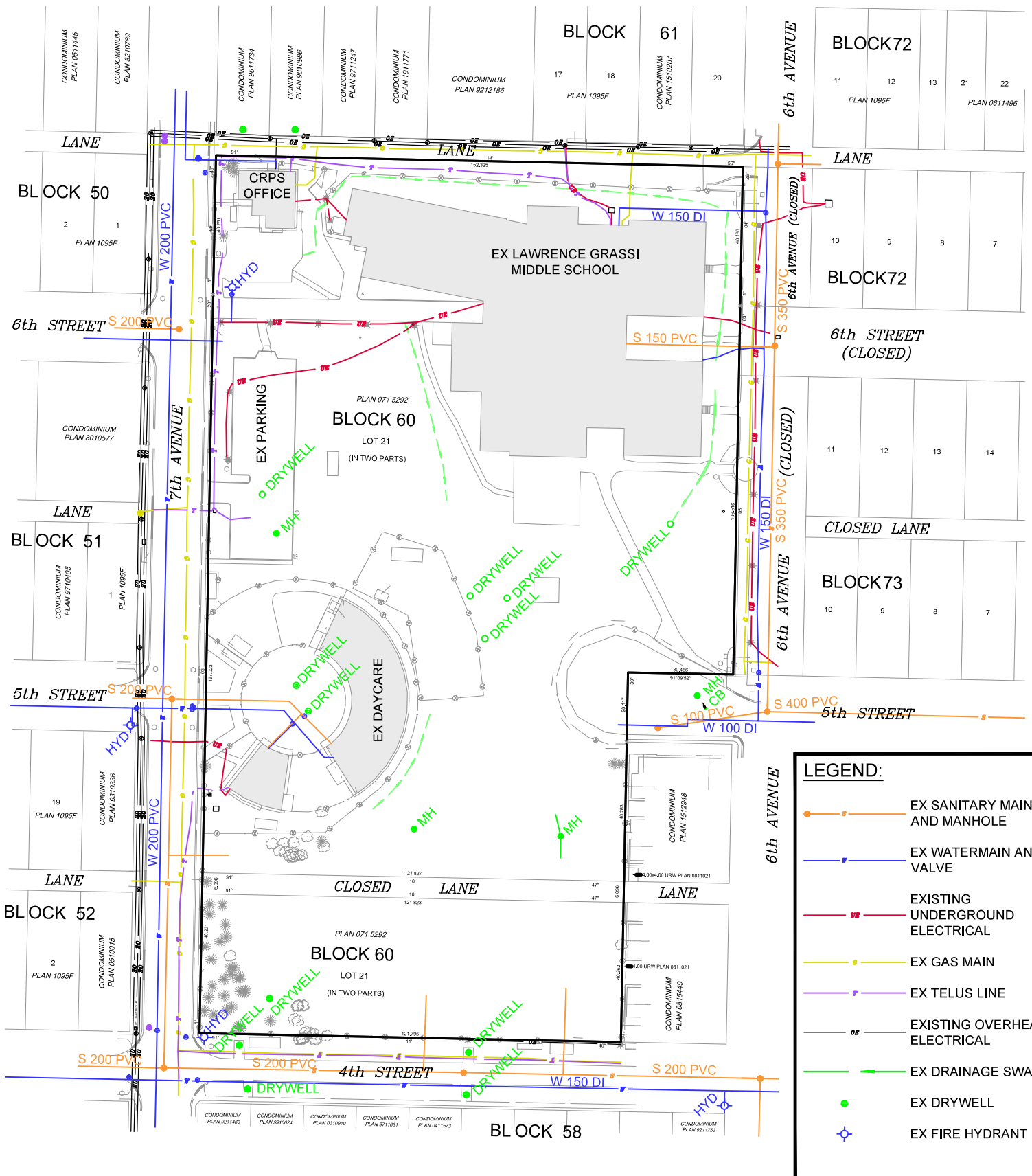
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Division Manager, Municipal

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dlanghorst@mcelhanney.com

APPENDIX A

(FIGURES 1, 2a, 2b, 2c, 2d, 3, 4 & 5)



LEGEND:

- EX SANITARY MAIN AND MANHOLE
- EX WATERMAIN AND VALVE
- EXISTING UNDERGROUND ELECTRICAL
- EX GAS MAIN
- EX TELUS LINE
- EXISTING OVERHEAD ELECTRICAL
- EX DRAINAGE SWALE
- EX DRYWELL
- EX FIRE HYDRANT

CRPS LAND REDEVELOPMENT

FIGURE 1



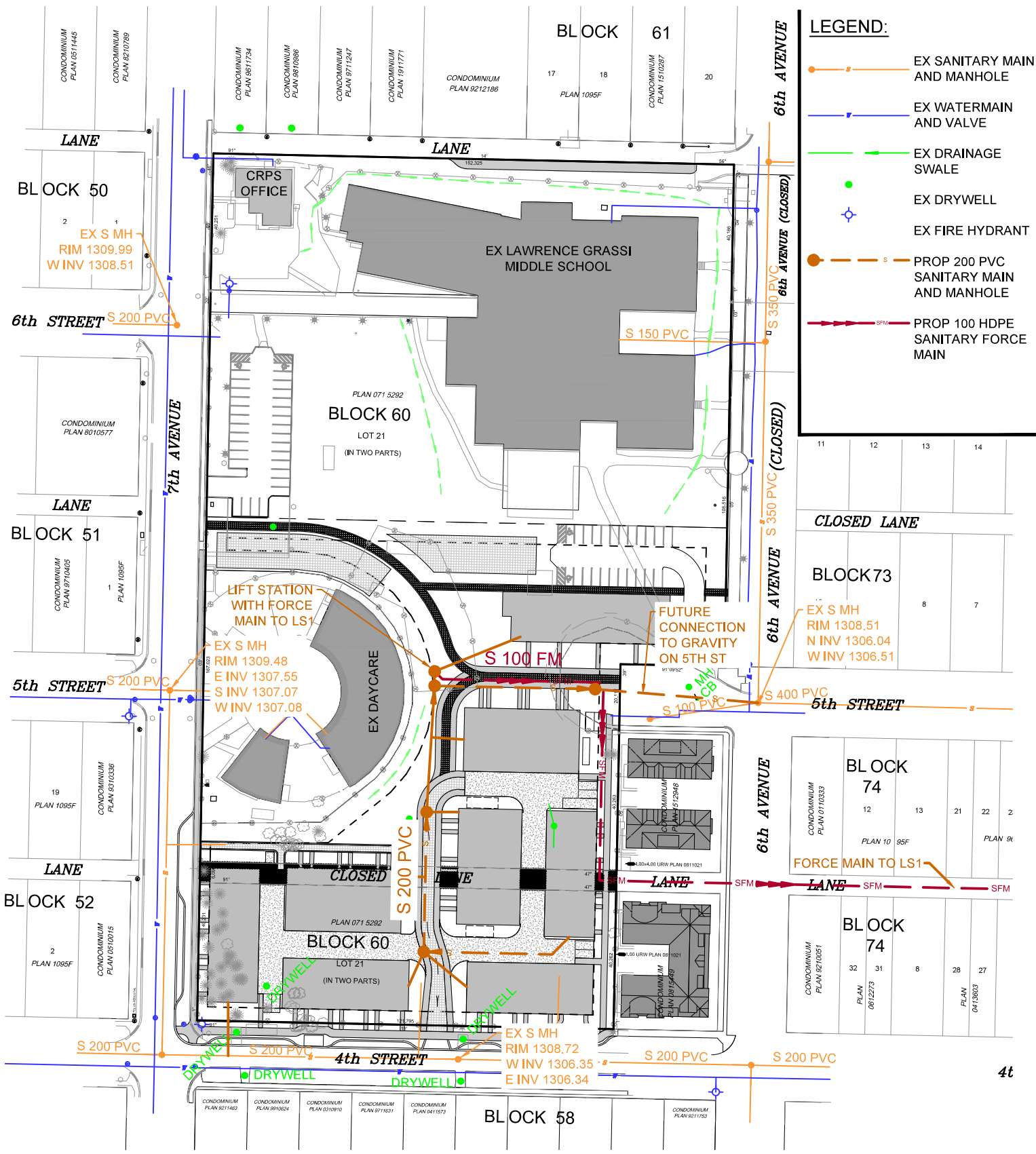
EXISTING UTILITIES PLAN

February 2022 Regional Council Meeting 09:00am

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Page 76 of 132

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CRPS LAND REDEVELOPMENT

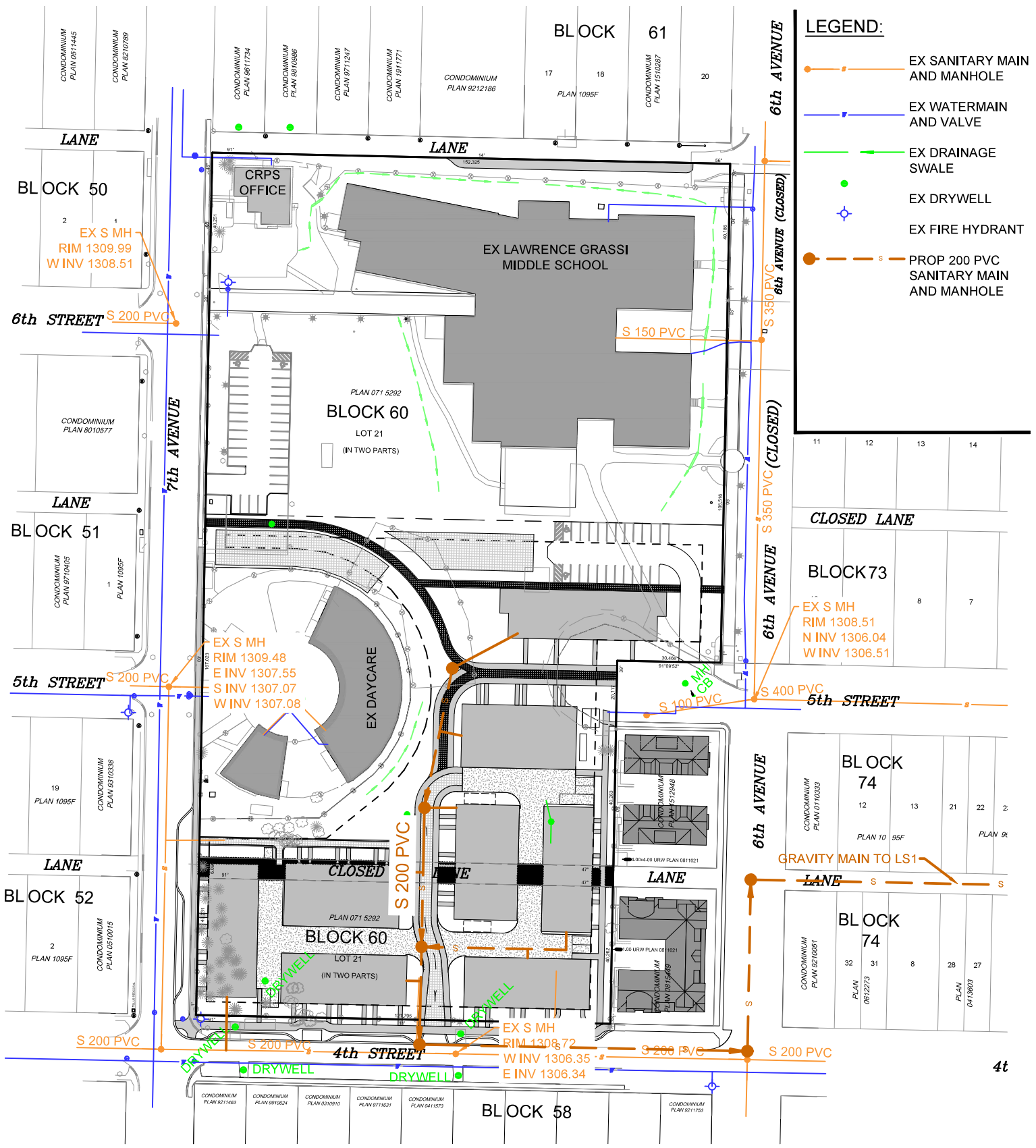
FIGURE 2a



**PROPOSED SANITARY SERVICING PLAN
OPTION 1**

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CRPS LAND REDEVELOPMENT

FIGURE 2b



PROPOSED SANITARY SERVICING PLAN OPTION 2

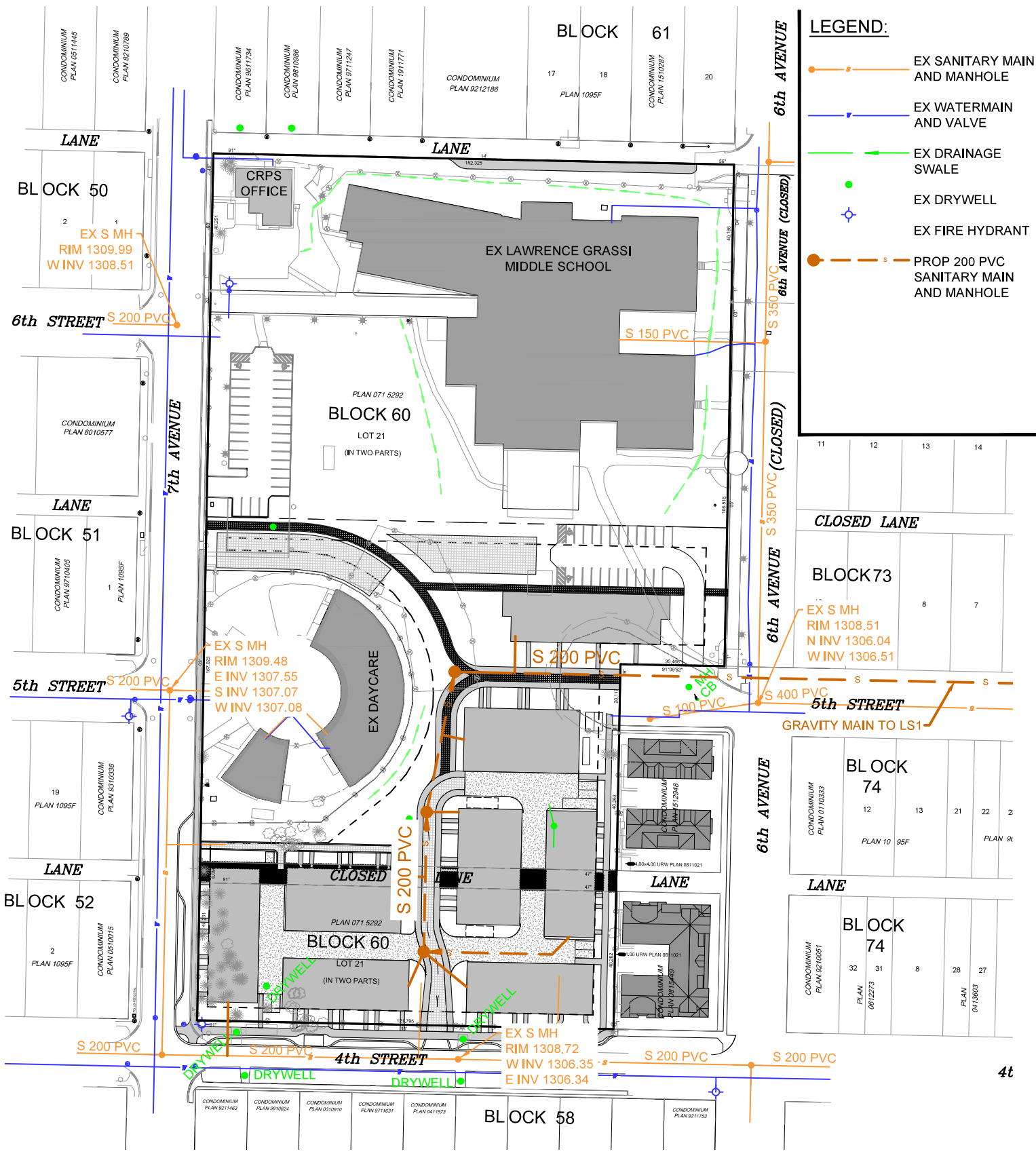
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February 2022 Regina Cochrane Meeting 09.00am
 Alberta | August, 2021



ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

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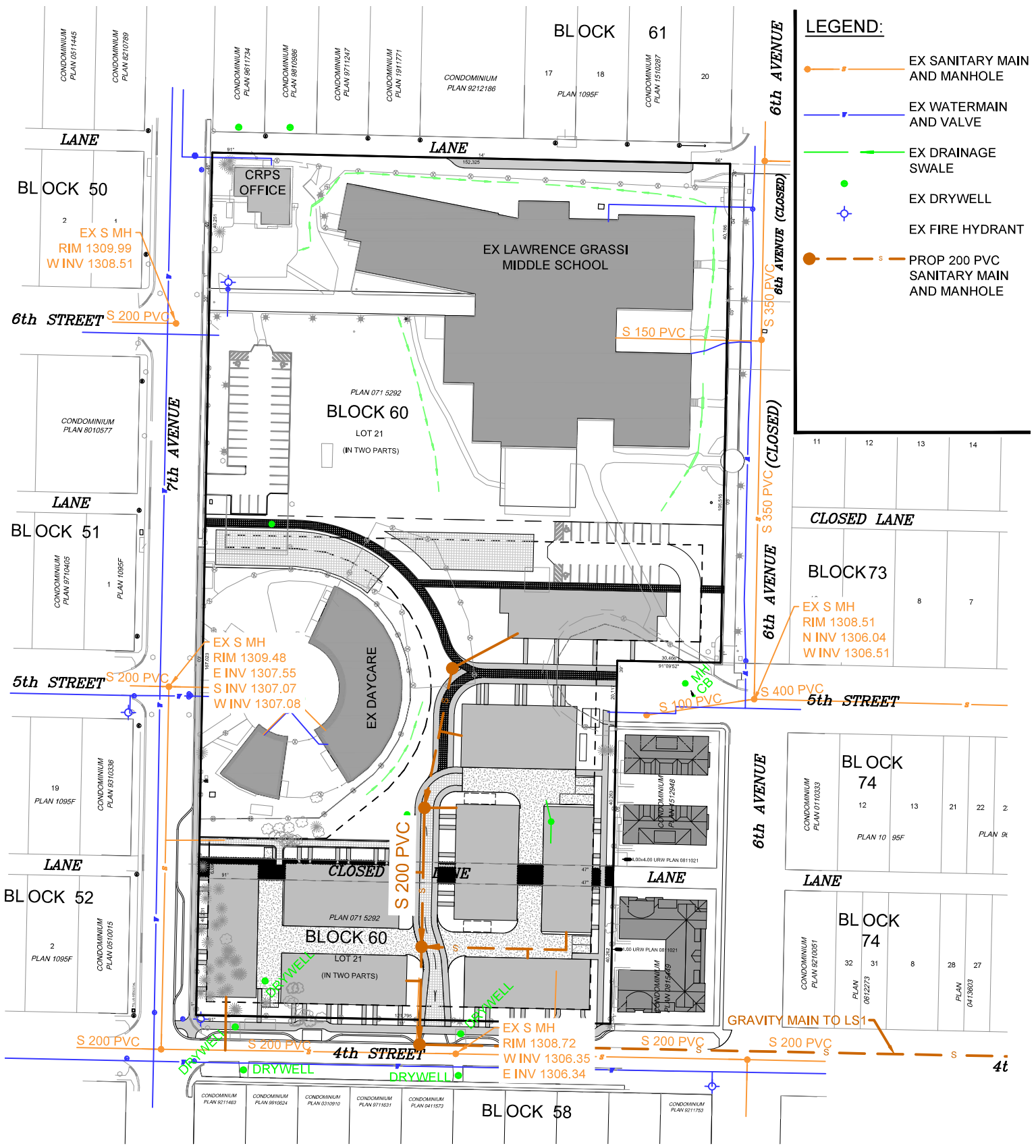
FIGURE 2c



PROPOSED SANITARY SERVICING PLAN OPTION 3

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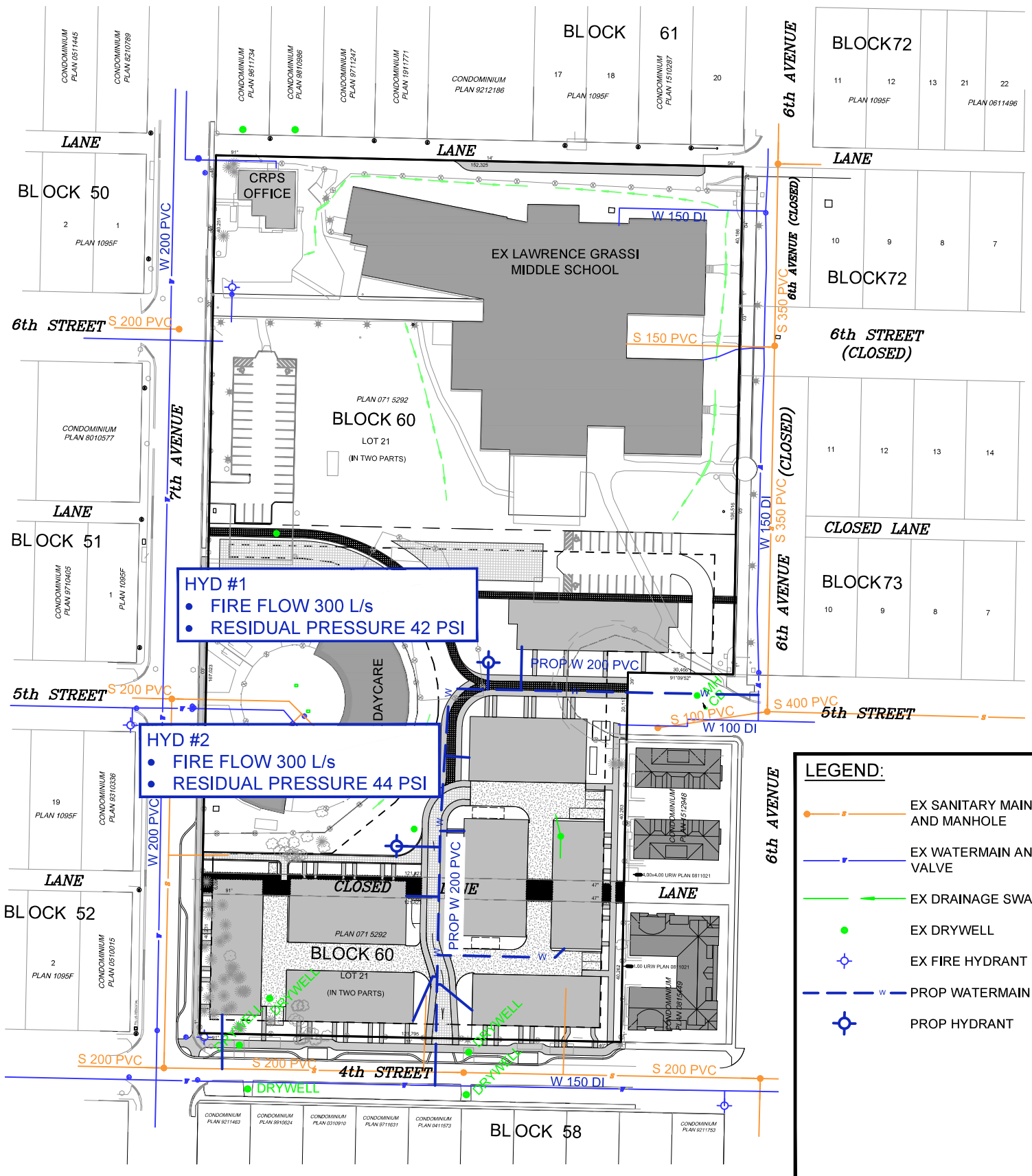
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FIGURE 2d



**PROPOSED SANITARY SERVICING PLAN
OPTION 4**

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HYD #1

- FIRE FLOW 300 L/s
- RESIDUAL PRESSURE 42 PSI

HYD #2

- FIRE FLOW 300 L/s
- RESIDUAL PRESSURE 44 PSI

LEGEND:

- EX SANITARY MAIN AND MANHOLE
- |— EX WATERMAIN AND VALVE
- |— EX DRAINAGE SWALE
- EX DRYWELL
- ⊕ EX FIRE HYDRANT
- |— W PROP WATERMAIN
- ⊕ PROP HYDRANT

CRPS LAND REDEVELOPMENT

FIGURE 3

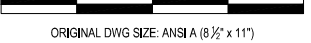


PROPOSED WATER SERVICING PLAN



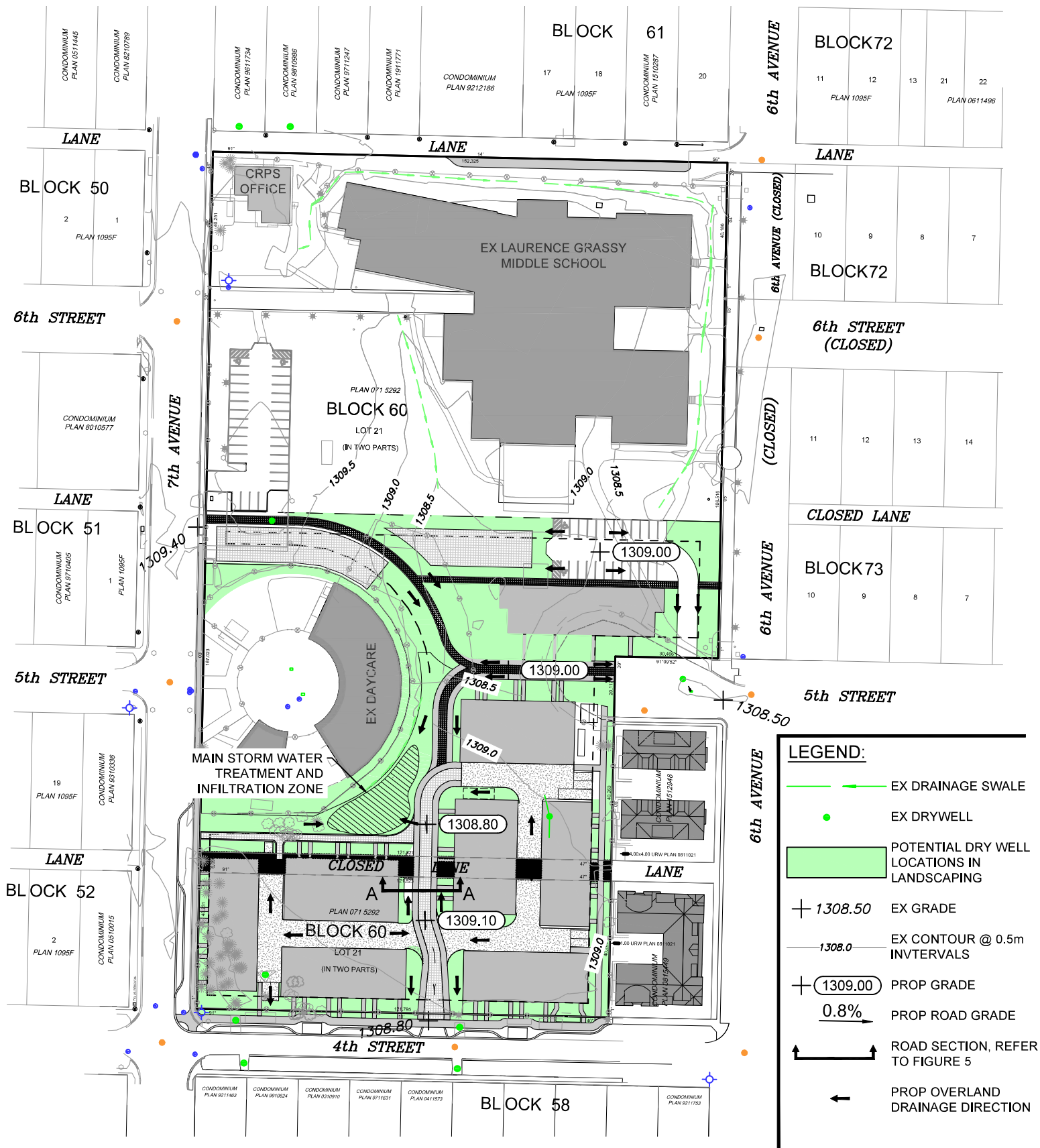
March 1, 2022 Regular Council Meeting 9:00 a.m.

1:1500



ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

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CRPS LAND REDEVELOPMENT

FIGURE 4



PROPOSED OVERLAND DRAINAGE AND STORM WATER CONCEPT

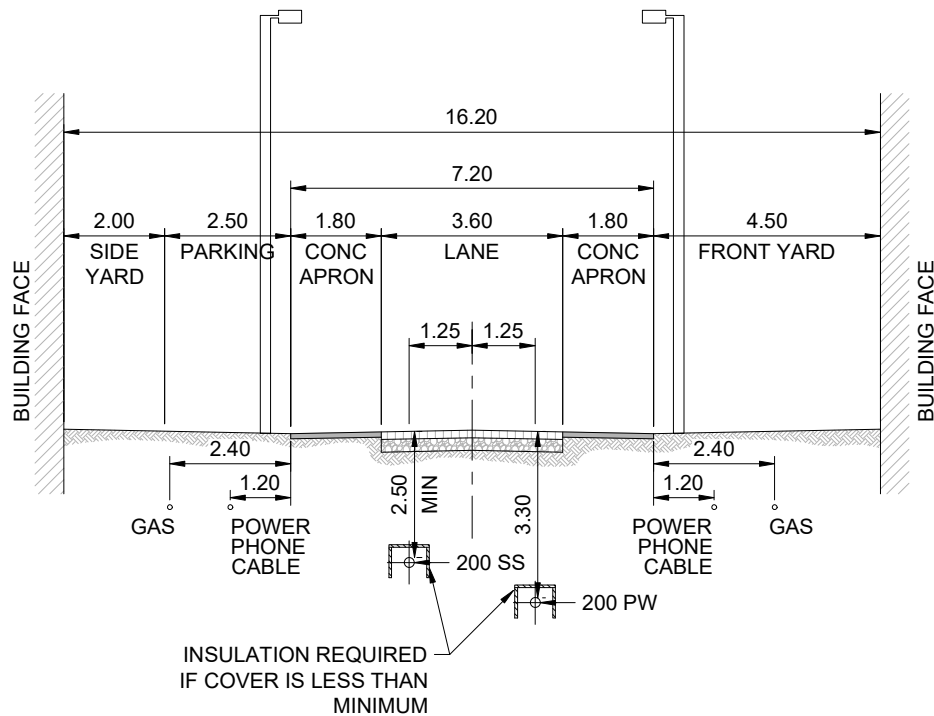
March 1, 2022 Regular Council Meeting 9:00 a.m.

1:1500

Alberta | August, 2021

ORIGINAL DWG SIZE: ANSI A (8 1/2" x 11")

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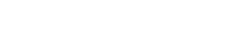
CROSS SECTION A

SCALE 1:150

APPENDIX B (SITE SURVEY)

CANMORE, ALBERTA
SITE PLAN
OF
LOT 21 BLOCK 60, PLAN 0715292
AND CLOSED LANE
(602, 606, 610, 618 7TH AVENUE)
PREPARED FOR:
CANADIAN ROCKIES PUBLIC SCHOOLS

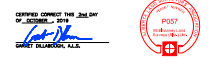
SCALE = 1:400



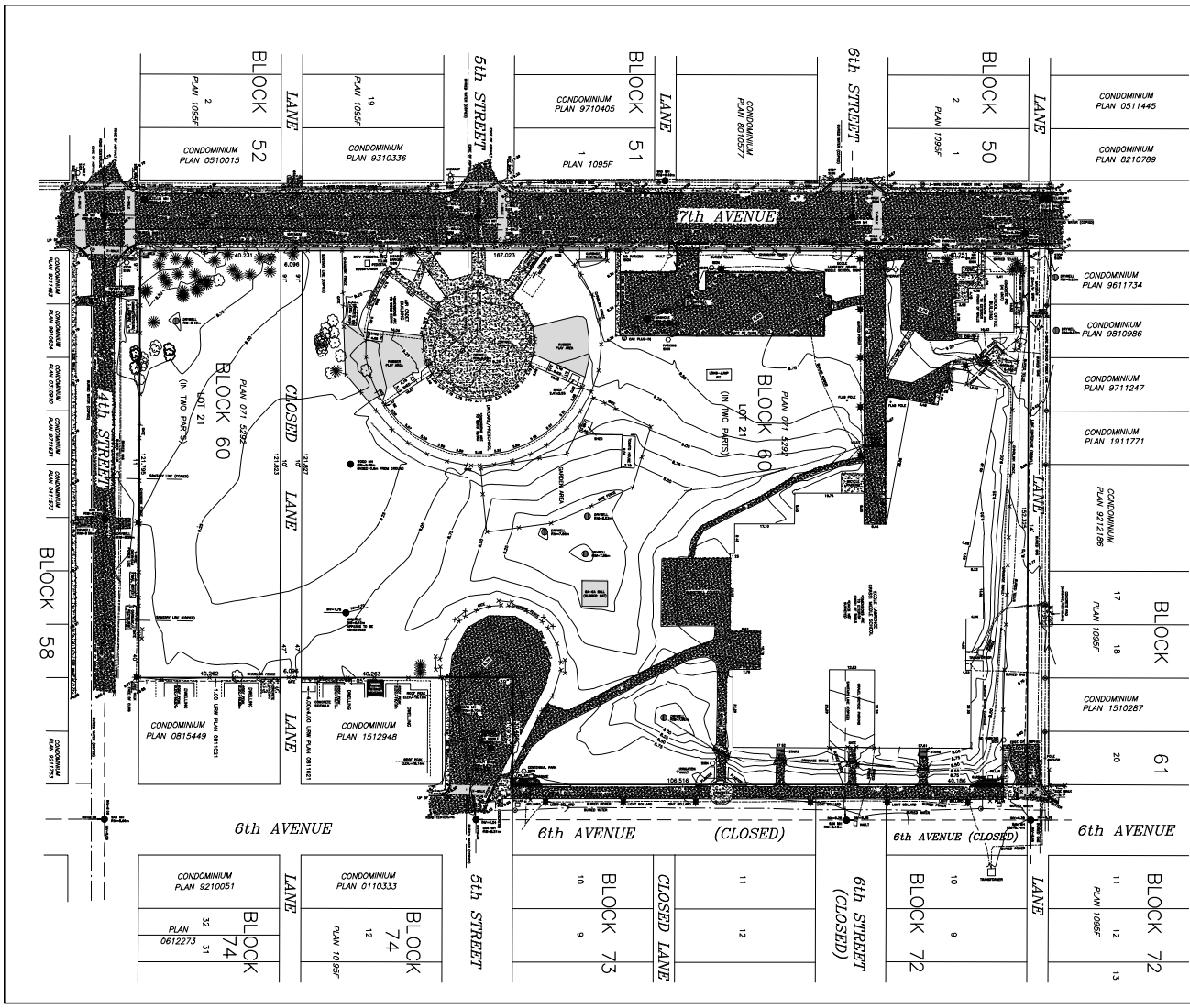
- NOTES:**
- EXISTING AND PROPOSED ARE TO BE SET.
 - EXISTING ARE SHOWN AND ARE REFERENCED TO AORN 88811.
 - SITE BOUNDARIES ARE ON THESE LINES "M-1090-1095-8881-8887" WITHIN THE OFFICIAL DRAFT PLAN.
 - CENTER LINE = 6100.
 - ALL ELECTRICAL AND HYDROLOGICAL UNDERGROUND LINES HAVE BEEN LOCATED FROM PLANS FILED BY OTHER HOLDERS.
 - GENERAL NOTES = 6100.
 - GENERAL LOCATIONS AND ELEVATIONS AND EXISTING ELEVATIONS HAVE BEEN OBTAINED FROM FIELD NOTES FILED BY OTHER HOLDERS.
 - THERE ARE OTHER LOTS AND CLOSURES THAT HAVE BEEN EXEMPTED FROM THIS OF CANADIAN ROCKIES RECORDS AND LOCATED "EXISTING" AND CONTAIN "AS-BUILT" AND CONTAIN "AS-BUILT".
 - LAND USE DISTRICT = RUP.

- LEGEND:**
- 500 ELEVATION
 - 600 ELEVATION (SEE SECTION)
 - CONTOUR LINE
 - ROAD BOUNDARY OF PUBLIC DRAINAGE SECTION
 - EXISTING TRAIL
 - UNDERGROUND ELECTRICAL LINES
 - STREET LIGHTS
 - MANHOLES
 - POWER POLES
 - FIRE HYDRANTS
 - CURBS
 - CURBS CUT
 - UNDERGROUND GAS LINE
 - UNDERGROUND FUEL LINE
 - WATER LINE
 - SANITARY SEWER
 - ASPHALT
 - CONCRETE

- REGISTERED INTERESTS:**
- LOT 21
 - 602 180 HORIZONTAL CURVE FOR SCHOOL PURPOSES ONLY
 - 610 180 HORIZONTAL CURVE FOR THE SUBSTATION, FIRE HYDRANT
 - CLOSED LANE
 - 618 200 90° SWY (BLANK)



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APPENDIX C

Transportation Memorandum (McElhanney Ltd. 2021)

LETTER

To Lori Van Rooijen, Project Director Canadian Rockies Public School	From Chun Man, P.Eng. Calgary - Transportation
Re Lawrence Grassi Middle School ARP – Traffic Review	Date August 19, 2021

This letter is provided as an addendum to the January 26, 2021 Technical Memorandum in support of the Lawrence Grassi Middle School ARP.

The Town of Canmore stipulates that, “A Transportation Impact Assessment will be required, unless it can be demonstrated by a transportation engineer that fewer than 100 person trips per hour (considering all modes) will be generated by the proposed development during peak times.”

The previous memo (January 2021) assumed 90 residential units as part of the trip generation review. Part of this update is to revise the residential units to include 122 households. The table below illustrates the estimated increase in traffic.

Table 1: Estimated Peak Hour Development Trip Generation

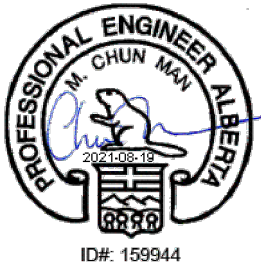
Land Use	Intensity (units)	AM Peak Hour Trips			PM Peak Hour Trips		
		Total	In	Out	Total	In	Out
Multi Family (ITE 220)	90	41	10	32	50	32	19
Multi Family (ITE 220)	122	56	13	43	68	43	25
Difference¹	32	15	3	11	18	11	6

Based on the morning and afternoon total trip comparison, the increase to 122 residential units is estimated to add 15 additional trips in the AM and 18 additional trips in the PM. The trip generated from the ARP will not exceed the 100-person trip threshold during the peak hour.

Based on the trip generation update, no traffic impact assessment is required at this time.

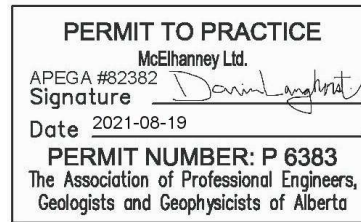
¹ Rounding

Prepared by:



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Transportation Project Manager
cman@mcelhanney.com

Reviewed by:



Darin Langhorst, P.Eng., BFA
Division Manager – Municipal Engineering
dlanghorst@mcelhanney.com

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APPENDIX D

Sustainability Screening Report Matrix

Sustainability Screening Report Process Impact - Offset Matrix

Project / Application Details from Applicant	<i>Input information in shaded cells</i>
For Residential Only Projects	
Proposed Residential Units	120
Gross Floor Area (sq. m.) of Residential Development	11000
Net Residential Density per ha. (excluding MR, ER and roads)	80
For Commercial Only Projects	
Gross Floor Area (sq. m.) of Commercial Development	0
For Industrial Only Projects	
Gross Floor Area (sq. m.) of Industrial Development	0
For Mixed Use Only Projects	
Proposed Residential Units	0
Gross Floor Area (sq. m.) of Residential Development	0
Gross Floor Area (sq. m.) of Commercial Development	0
Total Gross Floor Area (sq.m.) of Commercial Development	0
Floor Area Ratio of Commercial Development	0.00
Site Area (sq. m.)	11184
Site Area Previously Undeveloped (sq. m.)	11184
Total Gross Floor Area (sq.m.) of all development	11000
Average Sales Price Proposed for Residential Units	\$677,930
Estimated Assessment Value: commercial	
Estimated Assessment Value: residential	\$67,793,000
New public road length (m)	0
Length of designated public trail (m)	200
Number of jobs created over median income (\$33,500)	0
Number of jobs created below median income (\$33,500)	0

1 FTE = 40 hours / week or 0.5FTE = 20 hours / week

Project / Application Details to be calculated by Town

Distance from Downtown along road network (metres)	0
Distance from Waste Water Treatment Plant along sewer gravity (metres)	0
Distance from Waste Water Treatment Plant along sewer pressure (metres)	0
Amount of land within or adjacent to Environmental Sensitive Areas	0

Sustainability Screening Report Process

OFFSETS CHECKLIST	Proposed Offset	Importance Rating	Score
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Building Economic Sustainability
"Economic sustainability requires a diversity of income sources and the participation of a diverse, local workforce."
What is the long-term fiscal impact to the Town?
OBJECTIVE: To ensure the long term financial sustainability of the Town.

Was the InfraCycle assessment tool used? What was the result of the assessment / fiscal impact study? Enter "1" in appropriate box	1	None or Neutral	Scale of Development Multiplier		
		Weakly Positive	4	0.5	0
		Moderately Positive	4	1	0
		Strongly Positive	4	1.5	0

Does the project move the Town towards increasing the amount of commercial assessment? What is the change to the ratio of non-residential to residential assessment?	-1.4613			1	0.00
--	---------	--	--	---	------

Does the project create above median paying employment? What is the change to the ratio of jobs above median income?	0.0000	0		3	0.00
--	--------	---	--	---	------

Does the project contribute to economic diversification?
OBJECTIVE: To diversify employment opportunities outside of the existing principle sectors: Accommodation & Food, Construction, Personal Services, and Retail and Wholesale

How much of the new employment is outside of the 4 most significant current sectors? Enter "1" in appropriate box What is the sectoral breakdown of employment in the proposed project? How much of the projects floor space is proposed for uses outside of the three main existing business sectors?	1	None	Scale of Development Multiplier		
		< 25%	4	0.5	0
		25% - 50%	4	1	0
		> 50%	4	1.5	0

How does the project contribute to the priorities contained in the Economic Development and Tourism Strategy?
OBJECTIVE: To support the objectives of the Economic Development & Tourism Strategy.

How much of the project floor space is for uses outlined as Strategic Priorities? Enter "1" in appropriate box Tourism & Events Small & Home Based Businesses Knowledge Based Businesses Health & Wellness	1	None	Scale of Development Multiplier		
		< 25%	4	0.5	2
		25% - 50%	4	1	0
		> 50%	4	1.5	0

What percentage of the construction labour value will be sourced to Canmore businesses? Enter percent 50					
(33% of assessed value) Construction Labour Value \$ 22,595,407	1 point per \$1,000,000				
Resulting Local Effect	\$ 11,297,703	11.29770345	0.75	8.47	

What additional economic leadership or innovation is demonstrated by the project?
OBJECTIVE: To lead through innovation.
 What other process or program innovations does this project propose?

Describe and rate the other innovations:	Scoring Contingent on Value of Innovation	4		0
--	---	---	--	---

Enhancing Environmental Stewardship
"Environmental Stewardship means that we must work towards our future without squandering either our cultural or our natural capital."
Does the project efficiently use developable land and resources?
OBJECTIVE: To effectively use land while minimizing the use of ecological and energy resources.

Does the project propose a residential / commercial mix of uses on site? Enter "1" in appropriate box	1	No mix of uses	Scale of Development Multiplier		
		Some mix of uses	4	0.25	0
		Commercial development: Is at least 25% of the GFA residential?	4	0.5	0
		Residential development: Is at least 25% of the GFA commercial?	4	0.5	0

Does the project move the Town towards more efficient land use by increasing density compared to existing densities?

Does the development increase the residential density compared to current levels?	2.09			1	2.09
Does the development increase the commercial density compared to current levels?	0.00			1	0.00
Does the development increase the industrial density compared to current levels?	0.00			1	0.00
Does the residential portion of the mixed use development increase the residential density compared to current levels?	0.00			1	0.00
Does the commercial portion of the mixed use development increase the commercial density compared to current levels?	0.00			1	0.00

FOR RESIDENTIAL AND MIXED USE PROJECTS WITH A RESIDENTIAL COMPONENT ONLY:
 Does the project provide reasonable access to basic community services from residences?

Enter "1" in appropriate box How many services are in close proximity? Bank / Community or civic centre / Convenience store / Daycare centre / Laundry or dry cleaner / Library / Medical or dental office / Pharmacy / Post office / Place of worship /		None	Scale of Development Multiplier		
		4-6 within 400 metres or 7-10 within 800 metres	4	0.5	0
		7-10 within 400 metres or 11-13 within 800 metres	4	1	0

Restaurant/ Cafe / School / Supermarket / Other neighbourhood-serving retail / Other building with office space	11 or more within 400 metres or 14 or more within 800 metres	4	1.5	6
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FOR NON-RESIDENTIAL PROJECTS ONLY:

Does the project provide reasonable access to basic community services from the site?
Enter "1" if all the following criteria are satisfied:

	4	1	0
--	---	---	---

Is located on a previously developed site
 Is within 800 metres (½ mile) of a residential area or neighbourhood with an average density of 25 units per hectare (10 units per acre)
 Is within 800 metres (½ mile) of at least 10 basic services (below)
 Bank / Community or civic centre / Convenience store / Daycare centre / Laundry or dry cleaner / Library / Medical or dental office / Pharmacy / Post office / Place of worship / Restaurant/ Cafe / School / Supermarket / Other neighbourhood-serving retail / Other building with office space

What water saving measures does the project propose (demonstrable improvement over average)?	None	Scale of Development Multiplier		
Commercial Applications	Reduction in water use 20% from baseline	4	0.5	0
Enter "1" in appropriate box	or			
Residential Applications	Use of High Efficiency Fixtures (LEED)	4	0.25	1
Residential Applications	Use of Very High Efficiency Fixtures (LEED)	4	0.5	0

Does the project utilize a rain water harvesting system or use 100% infiltration for storm water?	None	Scale of Development Multiplier		
Enter "1" in one box only	100% storm water (10 year event and above) infiltration on site (3 units and above only and where a pipe system exists)	4	0.25	0
	Pervious treatments (10% of manufactured surfaces)	4	0.5	0
	Storm water re-use - 50% or more of roof area	4	0.5	0
	Storm water re-use - 75% or more of roof area	4	1	0

Water used in "re-use systems" must be used in place of potable water. For 100% infiltration, there can be no connections to a piped storm water system (except for major events).

What construction waste diversion rate is achieved?	Less than 50%	Scale of Development Multiplier		
Enter "1" in appropriate box	> 50%	4	0.25	1
	> 75%	4	0.75	0

What long-term, operating waste diversion flows does the project propose?	No diversion	Scale of Development Multiplier		
Enter "1" in appropriate box	Diversion of waste flow (1-3 streams)	4	0.5	2
	Diversion of waste flow (>3 streams)	4	1	0

Does the project propose on site recycling or waste processing?

Does the project encourage people to use bicycles or walking as a means of transportation?
OBJECTIVE: To encourage the use of alternate means of transportation in the community.

Does the project propose new public trail?	Length of designated public trail (m)	0.00000	1.5	0.00
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How many of the parking stalls are un-assigned, not reserved or first come first served?	None or less than 25%	Scale of Development Multiplier		
1	25-50%	4	0.1	0
	> 50%	4	0.25	0
	100%	4	0.33	0

Does the project facilitate the use of bicycles for transportation? Bike parking proposed must be of adequate quality and be appropriately located. (For residential applications, this offset only applies to developments without garages)	None	Scale of Development Multiplier		
Enter "1" in the appropriate box	1 bike stall or more per residential unit	4	0.25	1
Commercial applications only.	1 bike stall or more per 5 required vehicle stalls	4	0.25	0
Commercial applications only.	1 covered bike stall or more per 5 required vehicle stalls	4	0.5	0
Commercial applications only.	Covered bike parking (as above) and shower facilities for employees	4	0.75	0

Does the project minimize the use of energy and resources both in building construction and operation?
OBJECTIVE: To minimize the use of resources in the construction and operation of buildings.

What is the average size of the dwelling or accommodation units? (Square metres)	Not Applicable	Scale of Development Multiplier		
Enter "1" in appropriate box	<100	4	1	0
Calculate using residential GFA divided by the number of units.	100-150	4	0.75	3
	151-200	4	0.5	0
	201-250	4	0.1	0
	251 and above	4	0	0

What level of green building initiatives does the project include?	LEED	Scale of Development Multiplier		
<i>Is the development LEED or Built Green Certified?</i>	None	4	1	0
Enter "1" in appropriate box	Shadow	4	2	0
	Certified	4	3	0
	Silver	4		

	Gold	4	4	0
	Platinum	4	5	0

Built Green		Scale of Development Multiplier		
Enter "1" in appropriate box	None			
	1 Bronze	4	0.5	2
	Silver	4	1.5	0
	Gold	4	3	0
	Platinum	4	4	0

Does the project propose to use any of the following green building certification programs?		Built Green Certification Equivalent	Scale of Development Multiplier	
Green Globes?		4	0	0
BOMA?		4	0	0
BREEAM?		4	0	0

What level of energy consumption reduction does a commercial building achieve? (compared to MNECB)		Less than 15% improvement	Scale of Development Multiplier	
Enter "1" in appropriate box	>25% improvement	4	0.25	0
	>33% improvement	4	0.75	0
	>42% improvement	4	1.1	0
	>50% improvement	4	1.5	0

What level of energy consumption reduction does a residential building achieve?		EnerGuide of <80	Scale of Development Multiplier	
Enter "1" in appropriate box	EnerGuide score of 80 or more	4	1	0
	EnerGuide score of 82 or more	4	1.5	0
	EnerGuide score of 84 or more	4	2	0

Does the project minimize its impact on the natural environment?
OBJECTIVE: To maintain the ecological integrity of the Bow Valley.

If there are environmentally sensitive lands within or adjacent to the site, what mitigations or protection are proposed?		No mitigations	Scale of Development Multiplier	
Enter "1" in appropriate box	1 Not located in ESA	4	0.5	2
	Average mitigations	4	0.25	0
	Good mitigations	4	0.5	0
	High quality mitigations	4	1	0
	Limited building envelope?			

Does the project minimize its impact on any adjacent Wildlife Corridors or Habitat Patch?
OBJECTIVE: To maintain the ecological integrity of the Bow Valley.

Does the project decrease or minimize residential density adjacent to environmentally sensitive lands adjacent or proximate to the site?		Scale of Development Multiplier		
Enter "1" in appropriate box	Average lot area less than 630 m ² . (no mitigation)			
	Average lot area greater than 630 m ² .	4	0.0000	0.5
	Average lot area greater than 4,000 m ² .	4	0.0000	1
	Average lot area greater than 8,000 m ² .	4	0.0000	1.5
	Average lot area greater than 16,000 m ² .	4	0.0000	2

Does the project reuse an existing contaminated brownfield site?		No remediation proposed?	Scale of Development Multiplier	
Enter "1" in appropriate box	1 In-situ management of contaminants?	4	0.25	0
	Removal and disposal of contaminants?	4	1	0
	Geophysical and geotechnical issues not included.			

What additional environmental leadership or innovation is demonstrated by the project?
OBJECTIVE: To lead through innovation.

What other process or program innovations does this project propose?	Scoring Contingent on Value of Innovation	4		0
--	---	---	--	---

Describe and rate the other innovations:

Strengthening the Social Fabric
 "... embracing diversity and managing our community in ways that support diversity are the means to creating and maintaining a strong social fabric"
What access to basic levels of appropriate shelter does the project propose?
OBJECTIVE: Increasing the supply of truly affordable housing (PAH).

How many units of perpetually affordable housing are in the project?	20	Number of units required to maintain current PAH ratio	935.023%	5	46.751
--	----	--	----------	---	--------

Does the project proposed a cash contribution towards PAH in lieu of providing affordable housing units?		Number of units required to maintain current PAH ratio	0.000%	4	0.000
--	--	--	--------	---	-------

How many bedrooms of employee housing are in the project?	40	Number of bedrooms required to maintain current EH ratio	748.018%	3	22.441
---	----	--	----------	---	--------

5.347

Are 100% of the employee housing bedrooms being occupied by employees earning less than the community median income?

0.5	Enter '1' if Yes	4	1	2
-----	------------------	---	---	---

Does the project proposed a cash contribution towards employee housing in lieu of providing employee housing bedrooms?
Unit equivalency by cash contribution (where \$115,000 equals 1 bedroom)

	Number of bedrooms required to maintain current EH ratio	0.000%	4	0.000
	5.347			

How many units of seniors housing (SH) are in the project?

	Number of units required to maintain current SH ratio	0.000%	4	0.000
	1.243			

What availability of Employee Housing does the project propose?

OBJECTIVE: Increasing the supply of employee housing units to ensure that businesses have enough staff to meet community demands.

What percentage of the employees will be provided housing?
Enter "1" in appropriate box

	None	Scale of Development Multiplier		
1	1 to <25%	4	1	4
	25% to <50	4	2	0
	50% to <75%	4	3	0
	75% to 100%	4	4	0

What percentage of the employees will be provided rental assistance resulting in rents 10% below market levels?
Enter "1" in appropriate box

1	None	Scale of Development Multiplier		
	<25%	4	0.5	0
	25% to <50	4	1	0
	50% to <75%	4	1.5	0
	75% to 100%	4	2	0

Does the project create growth that retains/enhances the Town's identity?

OBJECTIVE: Canmore retains its small town character of being an open, friendly, and easily accessible place that is a visually pleasing community.

What percentage of the site area is set aside and is effective for accommodating meeting and social interaction?
Enter "1" in appropriate box

	None	Scale of Development Multiplier		
1	< 5%	4	0.25	0
	5% to < 10%	4	0.5	2
	10% to < 15%	4	0.75	0
	15% and above	4	1	0

Does the proposal retain or reuse an existing historic property or building?

Has the project been designed with adjacent heritage buildings in mind?

1	Not Applicable			
	No			
	Building envelope adjusted to respect adjacent historic building		0.25	0
	Reuse / adaptation with partial retention of exterior historic details		0.5	0
	Reuse / adaptation with full retention of exterior historic details		0.75	0
	Restoration of historic structure		1	0

Does the project exceed minimum municipal reserve requirements (including cash in lieu)? (what percent is above or below requirements)
Enter "1" in appropriate box

	None or less than required level	Scale of Development Multiplier		
1	< 5%	4	0.25	0
	5% to < 10%	4	0.5	0
	10% to < 15%	4	0.75	0
	15% and above	4	1	4

Does the project support the social fabric through cultural assistance?

OBJECTIVE: To support and assist existing community groups and programs.

Does the project provide accessible (physically and cost) recreation or cultural facilities or programs?
Enter "1" in appropriate box

1	No facilities	Scale of Development Multiplier		
	Restricted public access	4		0
	Good public access	4		0
	Superior public access	4		0
			Scoring Contingent on Value of Proposal	

Does the project make a contribution to recreation facilities ?

How big is the contribution relative to the proposed project budget? (1% of total construction budget?)
Enter "1" in appropriate box

1	None or Minimal	Scale of Development Multiplier		
	Equivalent to Voluntary Policy (per unit)	4	0.25	0
	Exceeds Voluntary Policy	4	0.5	0

Does the project support school enrollment? Provide evidence of support, please.

Enter "1" in appropriate box

	None or Minimal	Scale of Development Multiplier		
	Sustains current school enrollment	4		0
1	Increases school enrollment	4		0
			Scoring Contingent on Value of Proposal	

What level of support for current childcare facilities does the project propose?

Enter "1" in appropriate box

	None or Minimal	Scale of Development Multiplier		
1	Sustains the current spaces available	4		0
	Increases the number of spaces available	4		0
			Scoring Contingent on Value of Proposal	

What level of support for cultural establishments (library, museum, church) does the project propose? Enter "1" in appropriate box How many people are served by the receiving organization? How big is the contribution relative to the proposed project budget? Significance of contribution to the recipient organization budget? Significance of contribution to the recipient project? Significance of contribution to the recipient organization?		None or Minimal	Scale of Development Multiplier		
	1	Medium	4		0
		High	4		0
				Scoring Contingent on Value of Proposal	

What level of support for other non-profit community organizations does the project propose? Enter "1" in appropriate box How many people are served by the receiving organization? How big is the contribution relative to the proposed project budget? Significance of contribution to the recipient organization budget? Significance of contribution to the recipient project? Significance of contribution to the recipient organization?		None or Minimal	Scale of Development Multiplier		
	1	Medium	4		0
		High	4		0
				Scoring Contingent on Value of Proposal	

What unique supports for community programming does the project propose? Enter "1" in appropriate box How many people are served by the receiving organization? How big is the contribution relative to the proposed project budget? Significance of contribution to the recipient organization budget? Significance of contribution to the recipient project? Significance of contribution to the recipient organization?		None or Minimal	Scale of Development Multiplier		
	1	Medium	4		0
		High	4		0
				Scoring Contingent on Value of Proposal	

What level of support for special events does the project propose? Enter "1" in appropriate box How many people are served by the receiving organization? How big is the contribution relative to the proposed project budget? Significance of contribution to the recipient special event budget? Significance of contribution to the recipient special event project? Significance of contribution to the recipient special event organization?		None or Minimal	Scale of Development Multiplier		
	1	Medium	4		0
		High	4		0
				Scoring Contingent on Value of Proposal	

Does the project propose to include a public art component? Enter "1" in appropriate box		No public art provided	Scale of Development Multiplier		
	1	Public art provided	4	0.25	0
		Public art exceeds 1% of the project budget	4	0.5	0

What civic engagement, community participation or leadership and innovation is demonstrated by the project? OBJECTIVE: Residents have options to receive effective information and provide input which is incorporated into decision making.		Meets statutory requirements	Scale of Development Multiplier		
Does the project's public consultation program exceed statutory requirements? Enter "1" in appropriate box		Notification	4	0.25	0
	1	Consultation with community/neighbours	4	0.5	2
		Collaboration	4	1	0

What additional social leadership or innovation is demonstrated by the project? OBJECTIVE: To lead through innovation.					
What other process or program innovations does this project propose? Describe and rate the other innovations:		Scoring Contingent on Value of Innovation	4		0

Total Offsets

113.756

Total Resulting Score

44.045

Sustainability Screening Report Process

Impact - Offset Matrix

Summary Page

Overall Results	Impact		Offset	
		%		%
Economic Sustainability	-2.92	4.19	10.47	9.21
Environmental Stewardship	-22.16	31.78	20.09	17.66
Social Fabric	-44.63	64.03	83.19	73.13
Total Impact	-69.71		Total Offset	113.76
			Net Score	44.04

Economic Sustainability	
Income and Wages	0.00
Non-Residential Tax Assessment	-2.92

Economic Sustainability	
0.00	InfraCycle Assessment
0.00	Increasing commercial assessment
0.00	New employment above median salary
0.00	New employment outside of 4 significant sectors
2.00	Floor space for Economic Development & Tourism
8.47	Percentage of local construction labour value
0.00	Economic leadership or innovation

Environmental Stewardship	
Residential Water Consumption	-4.33
Commercial Water Consumption	0.00
Residential Solid Waste Generation	-3.10
Commercial Solid Waste Generation	0.00
All Building Energy use and GHG emissions	-11.57
Transportation	0.00
Infrastructure (sanitary-gravity)	0.00
Infrastructure (sanitary-pressure)	0.00
Environmentally Sensitive Lands	0.00
Land Consumption	-0.22
Efficient Residential Land Use	0.00
Efficient Commercial Land Use	0.00
Efficient Industrial Land Use	0.00
Efficient Mixed Use Residential Land Use	0.00
Efficient Mixed Use Commercial Land Use	0.00
Metres of trails / capita	-2.94
Metres of new roads to service development	0.00

Environmental Stewardship	
0.00	Residential / commercial mix of uses
2.09	Higher density than current levels
6.00	Access to community services from <u>residences</u>
0.00	Access to services from the <u>commercial</u> site
1.00	Water saving measures
0.00	Rain water harvesting system or infiltration
1.00	Construction waste diversion rate
2.00	Long-term, operating waste diversion
0.00	Parking stalls are un-assigned
1.00	Bike parking of adequate quality
3.00	Average size of the dwellings
0.00	LEED Certified
2.00	Built Green Certified
0.00	Other green building certification programs
0.00	Commercial energy consumption reduction
0.00	Residential energy consumption reduction
2.00	Environmentally sensitive land protection
0.00	Minimize density adjacent to sensitive lands
0.00	Reuse an existing contaminated site
0.00	Environmental leadership or innovation

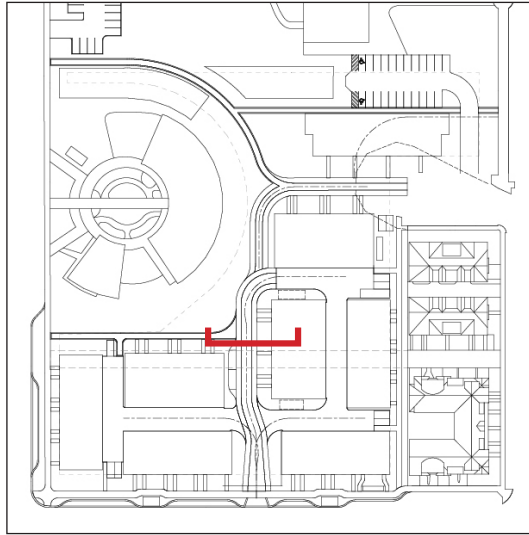
Social Fabric	
Affordability of Market housing (in relation to median income)	-7.82
PAH Housing	-7.23
Seniors Housing	-5.78
Employee Housing	-4.34
Childcare spaces	-5.75
Library	-2.30
Food Bank Usage	-4.60
Social Assistance Payments	-4.52
Crimes Against Persons and Property	-2.30

Social Fabric	
46.75	Units of perpetually affordable housing
0.00	Cash contribution towards PAH
22.44	Bedrooms of employee housing
2.00	Bedrooms for employees earning < median income
0.00	Cash contribution towards employee housing
0.00	Units of seniors housing
4.00	Percentage of the employees housed
0.00	Employees rental assistance 10% below market levels
2.00	Percentage of site area for social interaction
0.00	Reuse an existing historic property or building
4.00	Exceed minimum municipal reserve requirements
0.00	Accessible recreation or cultural facilities or programs
0.00	Contribution to recreation facilities
0.00	Support school enrollment
0.00	Support for current childcare facilities
0.00	Support for cultural establishments
0.00	Support for other non-profit community organizations
0.00	Unique supports for community programming
0.00	Support for special events
0.00	Public art component
2.00	Public consultation program
0.00	Social leadership or innovation

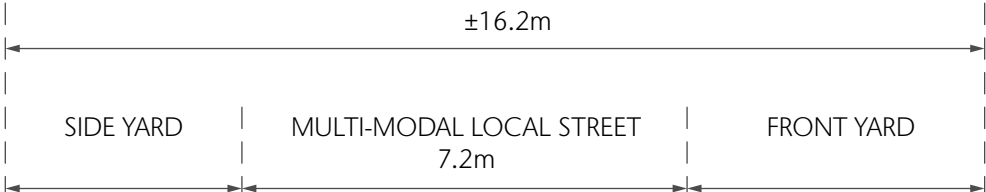
APPENDIX E

Comparative Site Sections

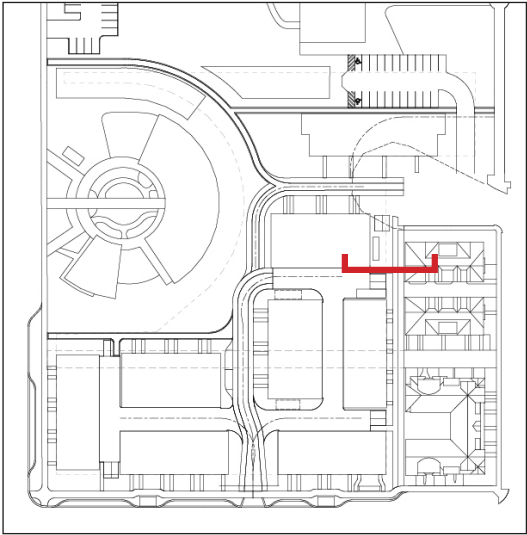
CROSS SECTION OF MEWS ACCESS ROAD



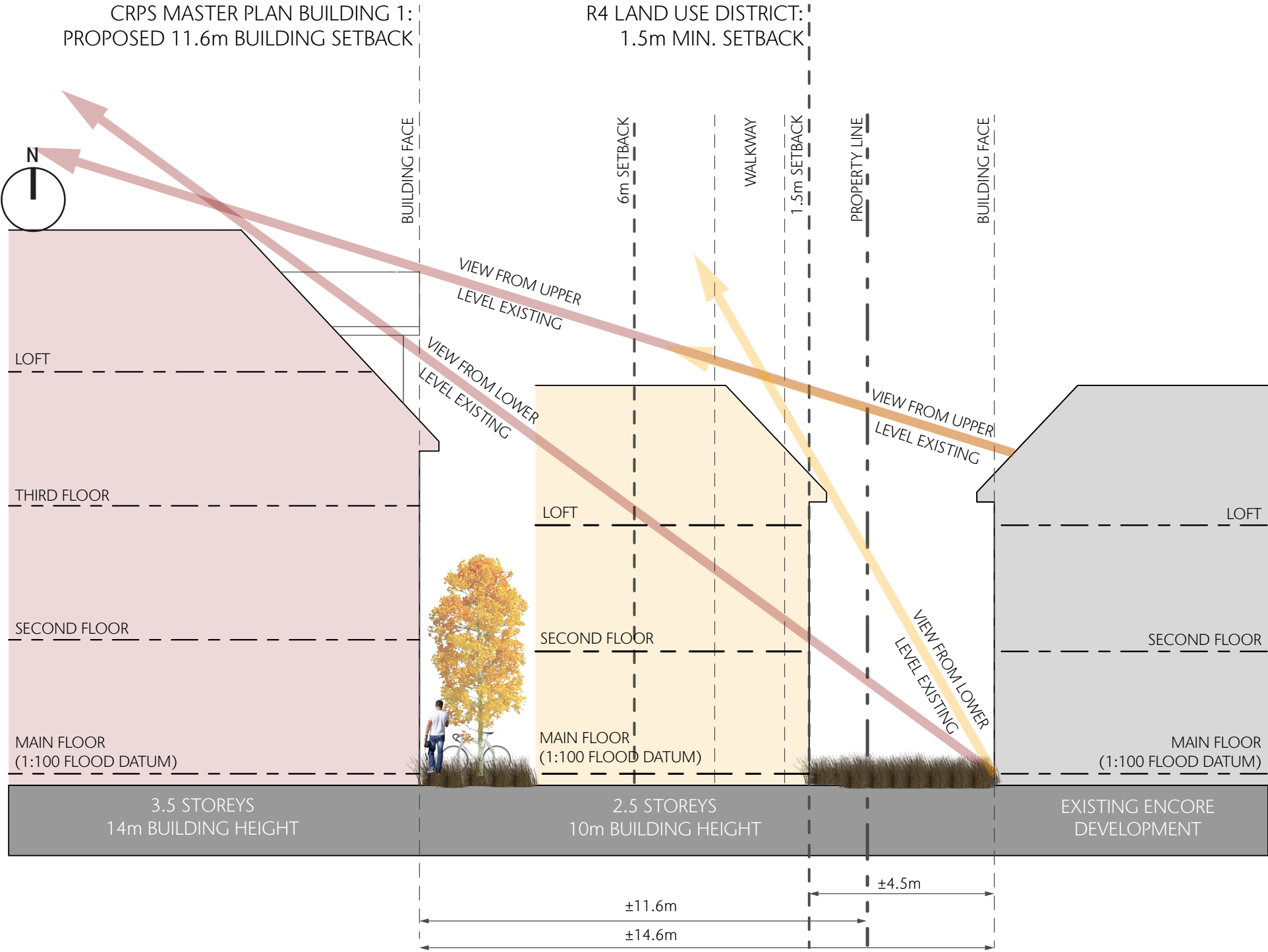
KEY PLAN



COMPARATIVE MASSING AND SETBACK CROSS SECTION



KEY PLAN



CROSS-SECTION OF BUILDING 1 & EXISTING ENCORE DEVELOPMENT
TYPICAL R4 DISTRICT MASSING COMPARED TO PROPOSED MASTERPLAN



Request for Decision

DATE OF MEETING: March 1, 2022 **Agenda #:** G-2

TO: Council

SUBJECT: Non-Profit Community Organizations Exemption Bylaws

SUBMITTED BY: Chelsey Richardson, Manager of Finance

RECOMMENDATION: That Council:

- 1) give first, second, and third reading to Bylaw 2022-02 Non-Profit Community Organizations Exemption Bylaw.
- 2) give first, second, and third reading to Bylaw 2022-03 Calgary Scope Society 2022 Transitional Property Tax Exemption Bylaw.
- 3) rescind motion 69-2018: that Council direct administration to draft a policy and/or bylaw to guide future Council decision making regarding property tax exemption.

EXECUTIVE SUMMARY

During the review of non-profit community organization property tax exemptions for the 2022 tax year, two organizations were considered not to qualify for an automatic exemption under Alberta's Municipal Government Act (MGA) and Community Organization Property Tax Exemptions (COPTER) Regulation. At the last Council meeting, Council agreed to partial exemptions for these two organizations by bylaw. These bylaws are attached and have been prepared in accordance with Council's chosen direction. At the time these exemptions were being considered, administration also reviewed the outstanding Council motion #69-2018 with regards to a policy and/or bylaw to guide future Council decision making regarding property tax exemptions, and recommends this motion be rescinded as it is not believed a policy and/or bylaw could be drafted which will sufficiently help Council with these types of decisions.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At the April 3, 2018 Council meeting, Council directed administration to draft a policy and/or bylaw to guide future Council decision making regarding property tax exemptions.

At the February 1, 2022 Council meeting, Council denied the request from the Calgary Scope Society for property tax exemption in principle, but directed administration to create a bylaw allowing the Calgary Scope Society a transitional 85% exemption for their 2022 taxes.

Council also directed administration to create a bylaw allowing the Canmore Golf and Curling Club (CGCC) a 50% municipal property tax exemption, not including any other requisitions. Council supported this 50% exemption going forward based upon the CGCC providing significant benefit to the community. The community benefit was based on providing recreational and social activities as a not-for-profit organization to community members of all ages in the form of golf and curling at lower cost than the private sector as well as providing facility usage to the athletic departments of local schools for golf and curling instruction. A review

of this exemption status is required every three years to ensure the CGCC still satisfies this community benefit criteria.

DISCUSSION

During the review of non-profit community organization property tax exemptions for the 2022 tax year, the Calgary Scope Society and the Canmore Golf and Curling Club were determined to no longer meet the criteria for exemption in the COPTER regulations. Any exemptions instead needed to be granted by Council bylaw.

At the last Council meeting, Council denied the request from the Calgary Scope Society for property tax exemption in principle, but directed administration to bring back a bylaw granting them a one-year exemption for a transition with an 85% exemption in the 2022 municipal taxes. The 85% was based on an estimate of the amount of time the property was used for programming purposes. This bylaw is included as Attachment #2 and will expire at the end of this year.

Council similarly directed administration to create a bylaw for a 50% exemption for municipal property taxes for the Canmore Golf and Curling Club going forward, based on the significant benefit provided to the community. This bylaw is included as Attachment #1. The basis for Council's decision has been included in the criteria portion of Schedule A of the bylaw. The bylaw has also been set up in such a way that if other non-profit community organizations should come forward in the future and Council is willing to grant them exemptions, they can be added to Schedule A of the bylaw, rather than requiring an additional bylaw for each organization. This bylaw does not have an expiry date, and includes the requirement that organizations submit an application every three-years demonstrating that the organization continues to meet the required criteria. The bylaw also includes the requirement for organizations to notify the Town immediately if their status changes and they no longer meet the conditions set out in the bylaw.

In processing these applications and bringing them to Council, administration also reviewed the outstanding Council motion regarding a policy and/or bylaw to guide future Council decision making regarding property tax exemption. This work had been intentionally delayed as the provincial government was expected to update the Community Organization Property Tax Exemption Regulation (COPTER), and many of the proposed changes out for comments would have helped to address some of the historic situations that led to the original Council motion. Since that time, the provincial government has continued to delay those updates, and they are now not expected to be coming in the foreseeable future.

As administration considered the drafting of a policy or bylaw in response to Council's motion, several challenges were identified. These include that many of the factors and criteria that administration would consider for inclusion in such a policy or bylaw are already included in the regulation. Additionally, due to the breadth of scope and mandate of non-profit community organizations that may apply for exemption, identifying a consistent set of standards beyond what is already encompassed in the regulation would prove challenging. In a review of exemptions by council bylaw across the province, they generally were reviewed on a case by case basis, and no other examples of decision-making policies or bylaws were identified. Based on these factors, administration is recommending this outstanding motion be rescinded.

ANALYSIS OF ALTERNATIVES

None

FINANCIAL IMPACTS

The following table outlines the estimated potential financial impacts, based on the 2022 assessments and 2021 mill rates (as 2022 are not available yet):

Tax Roll	Organization	2022 Assessed Value	Estimated 2021 Property Taxes (Municipal Only)	Reduction per Proposed Bylaw	Estimated 2021 Municipal Property Taxes (with proposed exemptions)
11665	Canmore Golf & Curling Club	\$3,620,000	\$26,466	50%	\$13,233
20742	Calgary Scope Society	\$ 752,000	\$1,714	85%	\$257

As a reminder, if the property tax exemptions were not granted and municipal taxes were to be collected from these organizations, the Town would not collect more taxes overall, but rather the taxes would be re-distributed across the assessment base, including these properties.

STAKEHOLDER ENGAGEMENT

At the February 1st Council meeting, both organizations presented and answered questions of Council as part of consideration of the related business item.

ATTACHMENTS

- 1) Bylaw 2022-02 Non-Profit Community Organizations Exemption Bylaw
- 2) Bylaw 2022-03 Calgary Scope Society 2022 Transitional Property Tax Exemption Bylaw

AUTHORIZATION

Submitted by:	Chelsey Richardson Manager of Financial Services	Date:	<u>February 8, 2022</u>
Approved by:	Therese Rogers GM of Corporate Services	Date:	<u>February 10, 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date:	<u>February 11, 2022</u>

BYLAW 2022-02

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
EXEMPT SPECIFIED NON-PROFIT COMMUNITY ORGANIZATIONS FROM
MUNICIPAL TAXATION**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be known as the “Non-Profit Community Organizations Exemption Bylaw.”

PROVISIONS

2. The property or portions of the property occupied by the non-profit community organizations listed in Schedule A are hereby exempted from municipal taxation as provided by Schedule A, provided that the organization:
 - (a) applies to the Property Tax department on the required three-year schedule for exemption, and
 - (b) continues to meet the conditions set out in Schedule A.
3. The general exemption from municipal taxation provided herein shall not apply to taxation for the purpose of Vital Housing and Seniors’ Requisition as outlined in the Property Tax Rates Bylaw, which shall be levied and payable at the full amount.
4. A non-profit community organization listed in Schedule A must notify the Town immediately when the property no longer meets the conditions set out in this bylaw.
5. Failure on the part of the organization to:
 - (a) Meet the pre-requisites for tax exemption under the Municipal Government Act and regulations thereunder;
 - (b) apply to the Town for the tax exemption on the schedule referenced herein;
 - (c) meet or to continue to meet the conditions listed in Schedule A; or
 - (d) notify the Town that the organization no longer meets the conditions set out in this Bylaw;shall result in loss of the tax exemption for the organization, notwithstanding that Schedule A may remain unamended at the material time.

ENACTMENT/TRANSITION

6. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
7. Schedule A forms part of this bylaw.
8. This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

**SCHEDULE A – SCHEDULE OF PROPERTIES HELD BY NON-PROFIT ORGANIZATION
FOR MUNICIPAL PROPERTY EXEMPTION**

Tax Roll	Civic Address	Non-Profit Organization	Exemption	Conditions
11665	2000 8th Avenue	Canmore Golf & Curling Club	50% municipal property tax exemption	The organization shall provide a significant benefit to the community as evidenced by providing recreational and social activities as a not-for-profit organization to community members of all ages in the form of golf and curling at lower cost than the private sector as well as providing facility usage to the athletic departments of local schools for golf and curling instruction

BYLAW 2022-03

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO PARTIALLY EXEMPT TAX ROLL #20742 OWNED BY CALGARY SCOPE SOCIETY FROM 2022 PROPERTY TAXES AS A ONE-YEAR TRANSITION PERIOD

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be known as the Calgary Scope Society 2022 Transitional Property Tax Exemption Bylaw.

PROVISIONS

2. The property owned by the Calgary Scope Society and identified as tax roll #20742 shall generally be 85% exempt from the payment of 2022 municipal property taxes.
3. The general exemption provided by Section 2 of this Bylaw shall not apply to municipal property taxes levied for the purposes of Vital Housing and Senior’s Requisition as outlined in the Property Tax Rates Bylaw, as enabled by the Alberta Municipal Government Act and regulations thereunder, which shall be levied and payable in full as against tax roll #20742.
4. This Bylaw shall be construed as providing a one-year transition to full taxation of the property owned by the Calgary Scope Society and shall not be construed to provide any further or other tax exemption.

ENACTMENT/TRANSITION

5. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
6. This bylaw comes into force on the date it is passed.
7. This bylaw expires at midnight, Mountain Time, on December 31, 2022.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



Request for Decision

DATE OF MEETING: March 1, 2022 **Agenda #:** H-1

TO: Council

SUBJECT: PL20200429 – Time Extension for Silvertip Block 9

SUBMITTED BY: Tracy Woitenko, Development Planner

RECOMMENDATION: That Council grant a one-year extension to the endorsement of PL20200429 to February 17, 2023.

EXECUTIVE SUMMARY

The Town’s Subdivision Approval Authority approved PL20200429 on February 17, 2021 for the creation of 2 new titled lots in Silvertip Block 9 and Block 4. The Municipal Government Act (MGA) requires endorsement of the subdivision within one-year of the approval unless an extension is granted by Council. The applicant is requesting a one-year extension for the plan of subdivision to be endorsed by February 17, 2023.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Section 657(1) of the MGA requires a plan of subdivision be endorsed within one year of the approval. Section 657(6) allows a Council to grant an extension to the one-year period.

DISCUSSION

The Subdivision Authority approved PL20200429 for the subdivision of a portion of Lot 3 Block 9 Plan 0411062, and a portion of Lot 1 Block 4 Plan 0411062 (Attachment 1 – Approved Tentative Plan of Subdivision). The subdivision will prepare this area of land for future residential subdivision of the new Lot 5 to be created, as shown on the Approved Tentative Plan. A portion of land in Block 4 has been proposed to be used for residential purposes, as it is not included in the golf course lands and is proposed to be consolidated into the new Lot 5. Lot 4 is created to accommodate a remainder of land from registration of the new road plan for Mountain Tranquility Gate. It will be consolidated into future residential phases of subdivision.

The new road plan through Block 9 for Mountain Tranquility Gate will be dedicated through a separate subdivision process, during the detailed design approval of Block 10. Any changes to the width of the road right-of-way will be accommodated in the south portion of the remainder of Block 9. This subdivision PL20200429 cannot be endorsed or registered until the final details of the Block 10 residential subdivision have been finalized. Therefore, the applicant is seeking an extension to the endorsement date. The applicant and their consultant have been preparing detailed engineering drawings and have received Town permission to commence earthworks on the site of Block 10.

The conditions of approval are provided in Attachment 2 – Unratified Extract.

ALTERNATIVES ANALYSIS

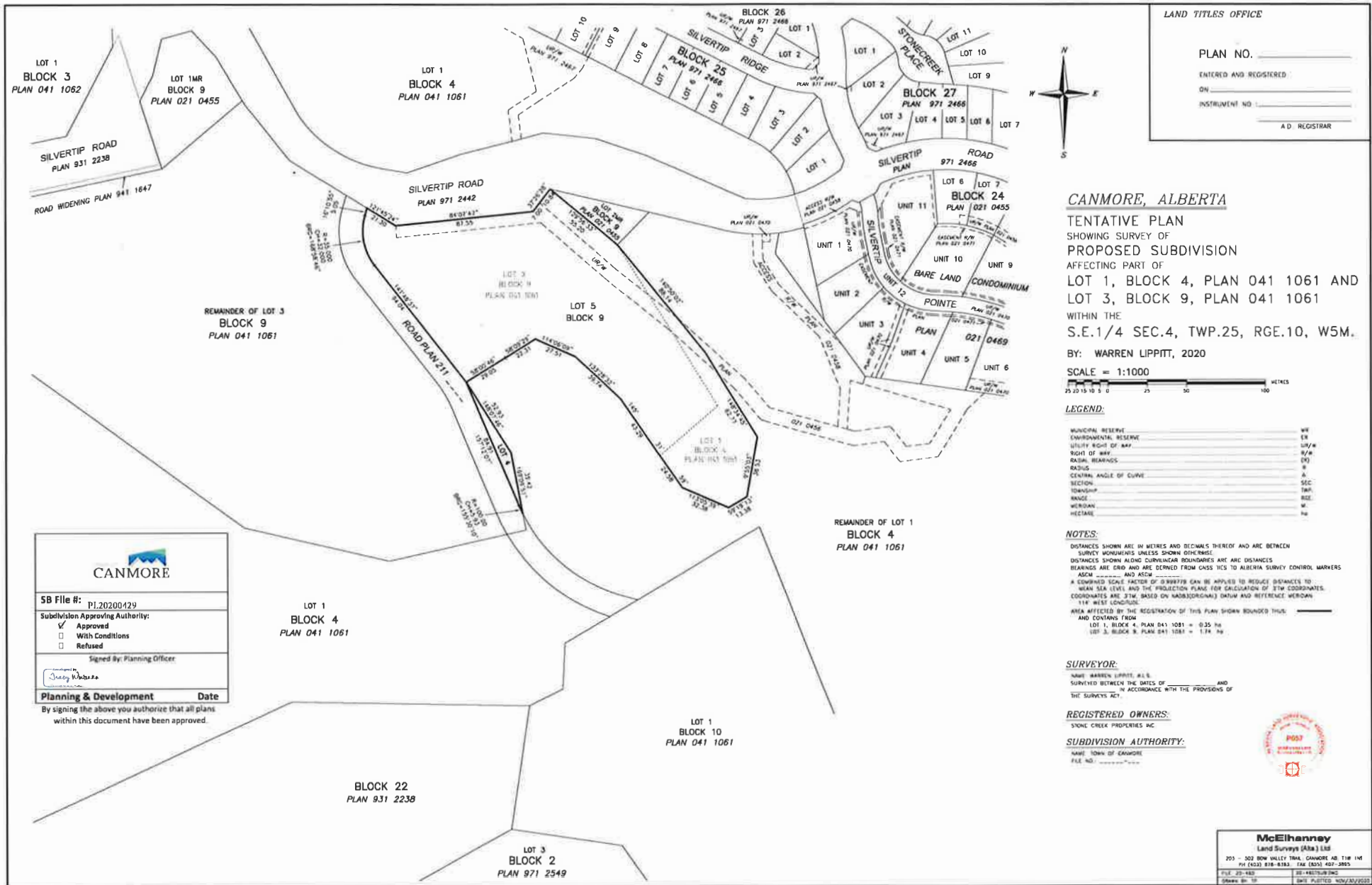
Under section 657(5) of the MGA, if the extension is not granted, the subdivision approval of the plan would be void and the applicant would not be able to register the subdivision at Land Titles. Therefore, a new application would be required. Administration does not recommend this alternative.

ATTACHMENTS

- 1) Approved Tentative Plan of Subdivision
- 2) PL20200429 Unratified Extract

AUTHORIZATION

Submitted by:	Tracy Woitenko, RPP, MCIP Development Planner	Date:	<u>January 20, 2022</u>
Approved by:	Lauren Miller Manager of Planning and Development	Date	<u>January 24, 2022</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>February 11, 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date:	<u>February 22, 2022</u>



LAND TITLES OFFICE

PLAN NO. _____

ENTERED AND REGISTERED: _____

ON _____

INSTRUMENT NO. _____

A.D. REGISTRAR

CANMORE, ALBERTA

TENTATIVE PLAN
SHOWING SURVEY OF
PROPOSED SUBDIVISION
AFFECTING PART OF
LOT 1, BLOCK 4, PLAN 041 1061 AND
LOT 3, BLOCK 9, PLAN 041 1061
WITHIN THE
S.E.1/4 SEC.4, TWP.25, RGE.10, W5M.

BY: WARREN LIPPITT, 2020

SCALE = 1:1000

LEGEND:

MUNICIPAL RESERVE	MT
ENVIRONMENTAL RESERVE	ER
UTILITY RIGHT OF WAY	UR/W
RIGHT OF WAY	R/W
RADIUS	R
RADIUS	R
CENTRAL ANGLE OF CURVE	SEC
SECTION	SEC
TOWNSHIP	TWP
RANGE	RGE
SECTION	SEC
HECTARE	HA

NOTES:

DISTANCES SHOWN ARE IN METRES AND DECIMALS THEREOF AND ARE BETWEEN SURVEY MONUMENTS UNLESS SHOWN OTHERWISE.

DISTANCES SHOWN ALONG CURVILINEAR BOUNDARIES ARE ARC DISTANCES BEARINGS ARE GRID AND ARE DERIVED FROM CANADIAN ALBERTA SURVEY CONTROL MARKERS AS2M AND AS2M.

A CONVENTIONAL SCALE FACTOR OF 0.999718 CAN BE APPLIED TO REDUCE DISTANCES TO MEAN SEA LEVEL AND THE PROJECTION PLANS FOR CALCULATION OF 3-DIM COORDINATES. COORDINATES ARE 3-DIM BASED ON NAD83(ADDITIONAL) DATUM AND REFERENCE MERIDIAN 114° WEST LONGITUDE.

AREA AFFECTED BY THE REGISTRATION OF THIS PLAN SHOWN BOUNDED THUS: _____

LOT 1, BLOCK 4, PLAN 041 1061 = 0.35 HA

LOT 3, BLOCK 9, PLAN 041 1061 = 1.14 HA

SURVEYOR:

NAME WARREN LIPPITT, A.L.S. AND _____ AND _____

SURVEYED BETWEEN THE DATES OF _____ AND _____

IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT.

REGISTERED OWNERS:

STONE CREEK PROPERTIES INC.

SUBDIVISION AUTHORITY:

NAME TOWN OF CANMORE

FILE NO. _____



CANMORE

SB File #: P1.20200429

Subdivision Approving Authority:

Approved

With Conditions

Refused

Signed By: Planning Officer

Christy Whittaker

Planning & Development Date

By signing the above you authorize that all plans within this document have been approved.

McEihannay

Land Surveyors (S.A.) Ltd.

203 - 302 BOW VALLEY TRAIL, CANMORE AB T1W 1W4

PH (403) 818-8181 FAX (403) 407-3925

FILE 27-683 REG. REGISTRATION

ISSUED BY: _____ DATE PUBLISHED: _____

Unratified Extract of the Subdivision Authority Decision of February 17, 2021, Sent Out February 19, 2021.

Silvertip Subdivision Blocks 4 and 9 – PL20200429

The Subdivision Approving Authority has approved application **PL20200429** subject to the conditions in Schedule A:

Schedule A: Conditions of Approval

1. All conditions of this Subdivision Approval are to be carried out by the developer at the satisfaction and sole and absolute discretion of the Town of Canmore unless otherwise indicated in these conditions of approval.
2. The Subdivision is to be effected by Plan of Survey.
3. Prior to endorsement of the subdivision, all outstanding taxes to be paid to the Town pursuant to Section 654 of the Municipal Government Act.
4. Prior to endorsement, the detailed engineering drawings for the alignment of Mountain Tranquility Gate shall be approved by the Town.
5. This plan of subdivision shall only be concurrently registered or registered following the dedication of Mountain Tranquility Gate as a Road Plan.
6. The developer shall prepare the necessary plans and documentation to grant new or carry forward existing easements in favour of utility service providers, including but not limited to telephone, cable, electricity and natural gas.

Reasons for Decision:

- A. The proposed subdivision is consistent with the regulations of Land Use Bylaw 2018-22.
- B. Site access is or will be adequate and from public roads.
- C. The proposed parcels will be subject to future residential subdivision applications to address future servicing of the lots.



Request for Decision

DATE OF MEETING: March 1, 2022 **Agenda #:** H-2

TO: Council

SUBJECT: Community Grant Policy Amendment

SUBMITTED BY: Lisa Brown, Manager of Community Social Development

RECOMMENDATION: That Council:

- 1) approve the Community Grant Policy as presented
- 2) direct administration to return with a recommendation for a Major Event Grant program

EXECUTIVE SUMMARY

The Community Grant Program was established to provide funding to Canmore-based non-profits and community organizations. The grant program is governed by the 2018 Community Grant Policy, which is due for a review. The program is managed by the Community Social Development department with the event portion funded through the Economic Development Department budget (business licenses) and the community initiative portion funded through the operating budget (taxes). Grant dollars are allocated by a Community Grant Selection Committee based on the Council approved policy.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

CSD-001: Community Grant Policy (2018)

The 2018 Policy guided both the 2018 and 2019 Community Grant competitions. In 2020 and 2021, however, the Community Grant program was cancelled, and the Town hosted a Relief Grant program (2020) and a Recovery Grant program (2021). These grant programs were designed to provide operational funding to non-profit societies and community organizations to help the sector create a connected, resilient, and vibrant Canmore during the Covid-19 Pandemic.

On June 2, 2020 Council approved the following motion 128-2020:

- Capital funding to provide social supports for those community members most impacted by the COVID-19 pandemic for a total of \$397,000 from two sources:
 - o \$355,000 from tax stabilization reserve and
 - o \$42,000 from grants; and
 - o That any future grant received for this work be utilized to support a reduction in tax stabilization funds expended for this project.

DISCUSSION

The Community Grant Selection Committee (the Committee) reviews eligible community grant applications, and scores applicants based on criteria outlined in the Community Grant Policy (the Policy). A portion of the community grant budget is allocated to Canmore-based, non-profits and community organization based on this score.

As per the 2018 Community Grant policy, eligible applicants can apply through two granting streams:

- 1) Community Initiative Stream: Provides up to \$5,000 in project funding for new initiatives in sport, recreation, culture, social service, and the environment. The grant program is funded through the operating budget of \$30,000.
- 2) Community Event Stream: Provides up to \$10,000 in funding for events that create economic development and promote the Town as a destination for activities that fit our community identity while promoting a vibrant and engaged community. The grant program is funded through the Economic Development Department budget of \$50,000.

The current community grant policy is due for review. Community Social Development met with Economic Development to discuss the policy and potential amendments. The attached policy amendment (Attachment 2) is based on public feedback and Council's strategic direction.

Public feedback that administration has received since 2018 can be grouped into three key themes:

Theme one- The current community grant program does not meet the needs of large international events that often require significant funding, over multiple years. In addition, these events have a significant impact on the local economy and require staff resources and other in-kind supports (i.e - municipal space).

Theme two- Organizations struggle to create 'new' initiatives. The current community grant program *'provides up to 50% of the total expenses for one time, project-based initiatives'*. This criterion was originally included in the policy to ensure that organizations do not depend on municipal funding. With limited funders in the Bow Valley, however, many non-profits have commented that this eligibility criterion prevents organizations from accessing Town funding. Administration reviewed past applicants and found that non-profit societies are financially viable without the Town's funding. In addition, the Committee has noted that many organizations will change existing projects so that they can meet this eligibility criteria; this causes undue work for the non-profit community.

Theme three- Emerging non-profits and community organizations may not have grant writing skills and cannot compete with more established programs with professional grant writers. This concern is endemic to every funding program. Community organizations are formed to create a community impact, and although the group may be impactful, they may not have the skills to articulate this impact in writing.

Administration also reviewed Council's strategic goals and current municipal programs and brainstormed ways to holistically meet these goals. Circular Economy surfaced as a potential new grant eligibility criterion, and as a way to encourage community development that promotes sustainability, affordability, and a sense of belonging. A circular economy involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. It aims to tackle global challenges like climate change, biodiversity loss, waste, and pollution by emphasizing design based implementation of the three base principles of the model. The three principles required for the transformation to a circular economy are: eliminating waste and pollution, circulating products and materials, and the regeneration of nature. By incorporating Circular Economy into the eligibility criteria, the Town will be supporting waste-limiting activities such as: sharing, renting, reusing, repairing, refurbishing, remanufacturing, repurposing, and/or recycling.

Recommendation 1: Remove large international events from the eligibility criteria

Administration reviewed other municipal event classifications. Events can be categorized into four groups:

- 1) Mega Events: events that yield high-level of tourism, international media coverage, and significantly changes the economy of the hosting community (e.g., Para-Olympics; Economic Summit)
- 2) Major Events: events that draw international participants/audiences; significantly increasing local tourism; significantly impacts municipal operations; and anticipates international/national media coverage. (e.g., World Cup events; international music festival)
- 3) Regional Events: events that may draw regional and/or national audiences, increases economic activity during the event, and increases community vibrancy (e.g., Folk Festival; Highland games).
- 4) Local Events: events that benefits local community members and increases connection between residents and their community (e.g., Bow Valley Music Festival; Canmore Young Adult Network Events).

The current community grant program is unable to successfully support Mega and Major events. Currently, Mega event funding is determined by Council; Administration recommends that Council continue this process. Major events, however, are currently funded through the community grant program. Administration recommends that Major events are removed from the current community grant policy, and that Council direct administration to create a new process for funding Major events.

To successfully support Major events, administration will need to create a process that incorporates multi-year funding, in-kind support, economic impact, and municipal resources. The Community Grant Selection Committee does not have the expertise or resources to lead this work. If Council accepts this recommendation, the Economic Development department will present a new process for allocating funding to Major events in Q2 of 2022.

The Committee will continue to allocate grant dollars to eligible regional and local events based on the Community Grant policy. To support a new Major event process, Administration is recommending that half of the event grant budget (\$50,000) be allocated to regional and local events (\$25,000) and half to major events (\$25,000). Administration will annually review this budget split to ensure that the distribution meets community needs.

Recommendation 2: Remove second, annual grant competition

The current policy includes two event grant competition dates. The second event deadline was created to support event planners who were awarded an event after the grant competition deadline. Based on experience, the second competition, which has a competition deadline of September, is under-subscribed. In addition, a single event grant deadline does not appear to be a barrier for regional and local events, who are not typically awarded their events. If the Policy removes Major events from the eligibility criteria, Administration recommends that the Community Grant procedure (that is related to the Policy) be amended to include only one annual grant competition. A single grant competition will allow the committee to allocate grant dollars in April without saving a portion for September, which is generally undersubscribed.

Recommendation 3: Remove ‘one time, project-based initiative’ from community grant criteria

All non-profit societies must demonstrate good financial standing to be eligible for community grant funding. As such, the risk of an organization depending on municipal funding is low. Administration is recommending that Council remove the criterion of ‘one-time, project-based initiative’, as the criterion limits the Town’s ability to invest in sustainable programs that promote Council’s strategic goals.

Recommendation 4: Explicitly incorporate Equality, Inclusion, and Diversity into the grant eligibility criteria

The community grant program promotes a resilient and sustainable community for all. Administration is recommending that the grant program promote a commitment to Equity, Inclusion and Diversity by ensuring that funding is allocated to organizations that promote fair and respectful treatment of all people and ensure that every individual with a variety of unique skills, abilities, and backgrounds, can fully participate in community.

Recommendation 5: Incorporate Circular Economy principals into the eligibility criteria

Administration is recommending that activities related to Circular Economy be incorporated into the community grant program’s eligibility criteria. Currently the Committee evaluates a project’s fit to Council’s strategic goals by reviewing the applicant’s self-assessment of this fit. Consequently, organizations with strong grant writing skills are better able explain this fit. By incorporating activities into the evaluation criteria, the Committee can evaluate an organization’s fit based on project activities, rather the organization’s description.

In addition, Circular Economy principles promote economic development, affordability, environmental sustainability, and a sense of belonging. By incorporating Circular Economy into the granting program, Administration can simplify the application and remove the two separate grant streams: event and initiative, and instead provide funding to both events and initiatives that promote Circular Economy activities.

Summary of recommended policy amendments:

- 1) Remove large international events from the eligibility criteria
- 2) Remove second, annual grant competition
- 3) Remove ‘one time, project-based initiative’ from community grant criteria
- 4) Explicitly incorporate Equality, Inclusion, and Diversity into the grant eligibility criteria
- 5) Incorporate Circular Economy principals into the eligibility criteria

If Council accepts the above recommended policy amendments, the Economic Development department will present a new process for allocating funding to Major events in Q2 of 2022.

ANALYSIS OF ALTERNATIVES

Administration considered three amendment options for event grant funding:

Option 1: Amend current community Grant policy to include multi-year funding for Major events

- This option is not recommended:
 - o The Committee is appointed annually and cannot be responsible for grants that were awarded by a previous committee
 - o The Committee does not have the expertise to evaluate economic impact and anticipated staff resources

- There is a risk that the Committee may approve funding for an event that the municipality does not have the capacity to support

Option 2: Create a new funding process for major events and maintain the current grant stream

- This option is recommended:
 - Continues to incorporate public committee member expertise into local and regional event grant allocation process
 - Current policy works for regional and event grants

Option 3: Discontinue the current event grant stream and create a new granting program for major, regional, and local events.

- This option is not recommended:
 - A new policy and potentially new committee may need to be created to support grant allocation process
 - The 2022 grant program will need to be delayed to accommodate this transition
 - To ensure that the new grant program meets the needs of all grants, additional research is needed
 - Economic Development department may explore this option in the future

FINANCIAL IMPACTS

No Financial impact. The Community Grant budget was approved through the annual municipal budgeting process and includes \$30,000 from Council's budget and \$50,000 from the Economic Development budget, for a total of \$80,000.

If Council approves the recommended direction, the community grant program budget will be reduced to \$55,000 (\$30,000 from Council and \$25,000 from Economic Development budget), and the remaining \$25,000 from Economic Development will be allocated to a Major Event grant program (still in development).

STAKEHOLDER ENGAGEMENT

The Sustainability Coordinator, Manager of Economic Development, Municipal Equity, Diversity and Inclusion working group were consulted.

The grant policy amendments incorporated public feedback that the Manager of Community Social Development has received.

ATTACHMENTS

- 1) 2022 Community Grant Policy - clean
- 2) 2022 Community Grant Policy - strikethrough
- 3) 2022 Community Grant Procedure - strikethrough


AUTHORIZATION

Submitted by: Lisa Brown
Manager of CSD Date: February 3, 2022

Approved by: Chelsey Richardson
Manager of Financial Services Date: February 10, 2022

Approved by: Sally Caudill
GM of Municipal Services Date: February 11, 2022

Approved by: Lisa de Soto
Chief Administrative Officer Date: February 11, 2022

 <p>Town of CANMORE</p>	Council Policy
Policy Title:	Community Grants Policy
Policy Number:	CSD-001
Date in Effect:	March 7, 2017
Current as of:	March 1, 2022

POLICY STATEMENT

1. The Town of Canmore Community Grants Program is established to provide funding to Canmore-based not-for profit societies and community organizations. Funding will support local initiatives and local/regional events that promote a circular economy, a sense of belonging, community affordability, and Equity, Inclusion, and Diversity.

37-2018, TBA

PURPOSE

2. The Town of Canmore Community Grant Program provides up to 50 percent in funding to initiatives or events that promote a resilient and sustainable community for all Canmore residents.

37-2018, TBA

DEFINITIONS

3. **Not-for-Profit Societies: (Nonprofit)** A registered legal structure where all profit is reinvested into the organization to further their mission.
4. **Community Organizations:** A group of individuals with a shared interest who come together to further a mission. (Community organizations are not a society, non-profit, or for-profit organization).
5. *Repealed (motion TBA)*
6. **Community Event Organization:** A regional and/or local event that draws regional and/or provincial audiences and participants; and has limited international participation and media coverage.

Motion TBA

Motion TBA

Policy approved by: _____

- 7. Major Events: Events that draw international participants/audiences; significantly increasing local tourism; significantly impacts municipal operations; and anticipates international/national media coverage.

Motion TBA

- 8. Circular Economy: An Initiative or Event that incorporates waste-limiting activities such as (but not limited to): sharing, renting, reusing, repairing, refurbishing, remanufacturing, repurposing, and/or recycling.

Motion TBA

- 9. Equity, Diversity, and Inclusion: An Initiative or Event that promotes fair and respectful treatment of all people, a demographic mix of community, and the creation of an environment where everyone feels welcome, respected, and are able to fully participate.

Motion TBA

ELIGIBILITY

- 10. Community Organizations and Not-For-Profits events and societies that promote a circular economy, a sense of belong, community affordability, and equity, inclusion, and diversity.

Motion TBA

- 11. Organizations must demonstrate good financial standing.

Motion TBA

- 12. Repealed (motion TBA)

- 13. Repealed (motion TBA)

- 14. Repealed 37-2018

- 15. Applications may not be considered eligible if:

- a) the application does not adhere to all relevant Town of Canmore policies,
- b) the application is incomplete,
- c) application documentation is submitted after the posted deadline,
- d) the Organization is a for-profit business and/or event,
- e) the Community Organization includes three or fewer committee members (or project volunteers).
- f) the event is considered a Major event,
- g) applicant has not met the responsibilities of a previously provided grant, or

Policy approved by: _____

- h) the organization is not in good financial standing.

37-2018, Motion TBA

- 16. Eligible applications will be reviewed and ranked by the Community Grant Selection Committee based on their ability to demonstrate fit with the purpose of the grant and eligibility criteria. Applicants that demonstrate fit with all eligibility criteria will be given a higher score and allocated a larger proportion of the Community Grant Budget.

Motion TBA

RESPONSIBILITIES

- 17. Upon accepting funding from the Town of Canmore and signing a Letter of Agreement, awarded grant applicants must:

- a) spend the funding within the calendar year, unless an extension is officially granted (see Procedure); and
- b) submit a final report to the Town of Canmore no more than 30 days after the calendar year that the grant was awarded. Final report will include:
 - i) description of grant allocation,
 - ii) statement of impact, and
 - iii) picture describing initiative/event that can be publicly shared.

- 18. The total funding amount must be returned to the Town if:

- a) funding has not been spent within approved granted timeline, or
- b) the applicant does not meet the requirements of section 17(b).

- 19. Administration is responsible for the overall management of the grant program including:

- a) advertising grant competition details,
- b) overseeing the Community Grant Selection Committee,
- c) administering the application process,
- d) using discretion to approve applications to extend the term of an awarded grant,
- e) reporting awarded projects and the process used for allocating grant dollars to Council,
- f) reporting the final reported project outcomes to Council, and

Policy approved by: _____

g) reporting unused project funds to Council.

20. The Community Grant Selection Committee is responsible for:

- a) selecting community grant applications that fit the purpose of the grant,
- b) ranking all selected community grant applications in accordance with the criteria set out in this policy, and
- c) determining the proportion of the council approved budget that will be awarded to each successful applicant.

37-2018

21. Council is responsible for:

- a) establishing a budget for Community Grants,
- b) approving a Community Grants Policy,
- c) approving the Community Grants Selection Committee (CGSC) Bylaw,
- d) appointing members to the Community Grants Selection Committee, and
- e) allocating unused project funds that they wish directed somewhere other than reserves.

22. This policy will be reviewed by Council on or before March 31 2026.

POLICY REVIEW

23. This policy will be reviewed by Council on or before March 31 2026.

RELATED DOCUMENTS

- 24. Community Grant Procedure
- 25. Community Grant Selection Committee Bylaw
- 26. Current Town of Canmore Strategic Plan

ATTACHMENTS

None

REPEALS POLICY: Community Grant Policy 348 -2012

Policy approved by: _____

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-03-07	79-2017	Repealed policy 348-2012
Amended	2018-03-06	37-2018	Refined to better reflect the purpose of the program.
Amended	2022-03-01	TBA	Amended eligibility criteria and second annual competition

Policy approved by: _____



Community Grants Policy

POLICY NUMBER: CSD-001

CURRENT AS OF: March 6, 2018

1. POLICY STATEMENT

The Town of Canmore Community Grants Program is established to provide funding to Canmore-based not-for profit societies and community organizations. ~~Funding will support local initiatives and local/regional events that promote a circular economy, a sense of belonging, community affordability, and Equity, Inclusion, and Diversity for projects that benefit residents of Canmore and enhance community programming in accordance with the Town of Canmore's vision, goals, and strategic priorities. The objectives of the grants are to increase the capacity of local groups by providing occasional support for their efforts.~~

Amended 2018-03-06 Resolution 37-2018

2. PURPOSE

The Town of Canmore Community Grant Program ~~provides up to 50 percent in funding to initiative or events that promote a resilient and sustainable community for all Canmore residents, is intended to provide up to 50% of the total expenses for one-time, project-based initiatives within two municipal funding streams: Community Initiative Grants and Special Event Grants.~~

Amended 2018-03-06 Resolution 37-2018

3. DEFINITIONS

- 3.1. Not-for-Profit Societies: (Nonprofit) A registered legal structure where all profit is reinvested into the organization to further their mission.
- 3.2. Community Organizations: A group of individuals with a shared interest who come together to further a mission. ~~(Community organizations are not a society, non-profit, or for-profit organization).~~
- 3.3. ~~Project Based: Expenses related to a specific project with an anticipated start and end time. This does not include ongoing operational or capital expenses.~~
- 3.4. Community Event Organization: A regional and/or local event that draws regional and/or provincial audiences and participants; and has limited international participation and media coverage.
- 3.5. Major Events: Events that: draw international participants/audiences; significantly increasing local tourism; significantly impacts municipal operations; and anticipates international/national media coverage.
- 3.6. Circular Economy: An Initiative or Event that incorporates waste-limiting activities such as (but not limited to): sharing, renting, reusing, repairing, refurbishing, remanufacturing, repurposing, and/or recycling.
- ~~3.5.3.7.~~ Equity, Diversity, and Inclusion: An Initiative or Event that promotes fair and respectful treatment of all people, a demographic mix of community, and the creation of an environment where everyone feels welcome, respected, and are able to fully participate.

4. ELIGIBILITY

Policy approved by: _____

4.1. ~~Canmore-based registered not-for-profit societies, community organizations, or not-for-profit events are eligible to apply. Community Organizations and Not-For-Profits events and societies that promote a circular economy, a sense of belong, community affordability, and equity, inclusion, and diversity.~~

4.1.1. Organizations must demonstrate good financial standing.

4.2. ~~Eligible projects under the Community Initiative Grant stream are for initiatives in sport, recreation, arts, culture, social service, and the environment. The maximum funding amount that eligible projects may be awarded is \$5,000. Applicants to the Community Initiative Grant must demonstrate fit with the purpose of the grant. The purpose of the Community Initiative Grant is to provide one-time project funding:~~

- ~~a) To support community organizations with launching new projects or initiatives;~~
- ~~b) To launch a new event or program that promotes increased community access to organization(s);~~
- ~~e) To create a community awareness campaign in support of an informed and educated community; and;~~
- d)a) To initiate a new community project aimed at increasing community connectedness.

Amended 2018-03-06 Resolution 37-2018

4.3. ~~Eligible projects under the Community Event Grant stream are for events that create Economic Development and promote the Town as a destination for activities that fit our community identity while promoting a vibrant and engaged community. The maximum funding amount that eligible projects may be awarded is \$10,000. Applicants to the Community Event Grant must demonstrate fit with the purpose of the grant. The purpose of the Community Event Grant is:~~

- ~~a) To support sporting events at the Provincial, National or International level;~~
- ~~b) To support unique, one-time cultural events;~~
- ~~e) To create a unique, one-time social experience that connects visitors and residents within Canmore;~~
- ~~d) To improve destination awareness and sustainable tourism; and;~~
- e)a) To increase civic pride through community celebration.

Amended 2018-03-06 Resolution 37-2018

4.4. *Deleted 2018-03-06 Resolution 37-2018*

4.5. Applications may not be considered eligible if:

- a.1) The application does not adhere to all relevant Town of Canmore policies;
- a) The application is incomplete;
- b) Application ~~and related~~ documentation is submitted after the posted deadline;
- b.1) The Organization is a for-profit business and/or event
- b.2) The Community Organization includes three or fewer committee members (or project volunteers)
- b.3) The event is considered a Major event.
- ~~c) The application is for ongoing operational costs, including uniforms and equipment, or for maintaining an ongoing event/ project.~~
- ~~d) Application is for part of a regular project or a specific annual event that has previously received funding from the Town of Canmore's community grant funding;~~

Policy approved by: _____

- e) ~~Applicant has received municipal funding within the fiscal year for the submitted project or annual event;~~
- f) ~~The project falls under the mandate of provincial or federal legislation;~~
- g) Applicant has not met the responsibilities of a previously provided grant; or,
- h) The organization is not in good financial standing.

Amended 2018-03-06 Resolution 37-2018

- 4.6. Eligible applications will be reviewed and ranked by the Community Grant Selection Committee based on their ability to demonstrate fit with the purpose of the grant and eligibility criteria. Applicants that demonstrate fit with all eligibility criteria will be given a higher score and allocated a larger proportion of the Community Grant Budget. in accordance with the following criteria:
- a) ~~Demonstrated fit with the Town of Canmore's current vision and goals;~~
 - b) ~~Demonstrated fit with the purpose of the grant;~~
 - e) ~~Benefit to residents of Canmore;~~
 - d) ~~Ability to complete the project within 12 months or less (from date of Letter of Agreement), unless an extension is officially granted (see Procedure);~~
 - e) ~~Project is new and innovative; and~~
 - f) ~~Project budget and timelines are reasonable.~~

5. RESPONSIBILITIES

- 5.1. Upon accepting funding from the Town of Canmore and signing a Letter of Agreement, awarded grant applicants must:
- a) Spend the funding within ~~the~~ calendar year, unless an extension is officially granted (see Procedure); and
 - b) Submit a final report to the Town of Canmore no more than 390 days after ~~project completed~~ ~~showing that~~ the calendar year that the grant was awarded. Final report will include:
 - Description of grant allocation;
 - Statement of impact;
 - Picture describing initiative/event that can be publicly shared.
 - ~~Final reported project outcomes fit the original intention of the grant; and~~
 - ~~Financial reports have been approved and signed by an individual with signing authority.~~
- 5.2. The total funding amount must be returned to the Town if:
- a) Funding has not been spent within approved granted timeline; or
 - b) The applicant does not meet the requirements of section 5.1(b).
- 5.3. Administration is responsible for the overall management of the grant program including:
- a) Advertising grant competition details;
 - b) Overseeing the Community Grant Selection Committee;
 - c) Administering the application process;
 - d) Using discretion to approve applications to extend the term of an awarded grant;
 - e) Reporting awarded projects and the process used for allocating grant dollars to Council;
 - f) Reporting the final reported project outcomes to Council; and
 - g) Reporting unused project funds to Council.
- 5.4. The Community Grant Selection Committee is responsible for:

Policy approved by: _____

- a) Selecting community grant applications that fit the purpose of the grant;
- b) Ranking all selected community grant applications in accordance with the criteria set out in this policy; and
- c) Determining the proportion of the council approved budget that will be awarded to each successful applicant.

Amended 2018-03-06 Resolution 37-2018

5.5. Council is responsible for:

- a) Establishing a budget for Community Grants;
- b) Approving a Community Grants Policy;
- c) Approving the Community Grants Selection Committee (CGSC) Bylaw;
- d) Appointing members to the Community Grants Selection Committee; and
- e) Allocating unused project funds that they wish directed somewhere other than reserves.

POLICY REVIEW

5.6. ~~The Town of Canmore’s Community Grant Policy will be reviewed a minimum of once every four years~~ This policy will be reviewed by Council on or before March 31 2026.

6. VISION ALIGNMENT

~~6.1. Sustainability—Municipal tax revenue is used to support the sustainability and vitality of not-for-profit community programs and services.~~

~~6.2. Diversity—Our constantly evolving community requires new and innovative projects to address developing needs or aspirations.~~

~~6.3.6.1. Connectedness—Town of Canmore’s Community Grants connect community organizations to municipal visions and goals. Individual projects connect volunteers to our community culture and social scene.~~

7. RELATED DOCUMENTS

- 7.1. Community Grant Procedure
- 7.2. Community Grant Selection Committee Bylaw
- 7.3. Current Town of Canmore Strategic Plan

8. ATTACHMENTS

None

REPEALS POLICY: Community Grant Policy 348 -2012

AUTHORIZATION:

~~Sean Krausert~~ Vi Sandford
~~Deputy~~ Mayor

Cheryl Hyde
Municipal Clerk

Policy approved by: _____

REVISION HISTORY

Policy Name	In Effect	Amended	Inactive
<u>Community Grants CSD-001</u>		<u>2022-03-01</u>	
Community Grants CSD-001		2018-03-06	
Community Grants CSD-001 (79-2017)	2017-03-07		
Community Grants 348-2012	2012-10-02		2017-03-07
Community Grants 515-2007	2007-11-06		2012-10-02
Grant Policy 414-2000	2000-11-07		2007-11-06

Policy approved by: _____



Community Grant Procedure

EFFECTIVE DATE: March ~~15, 2022~~, 2017

1. PURPOSE STATEMENT

The purpose of this procedure is to ensure that the Community Grant Selection Committee (CGSC) follows a consistent and transparent process when reviewing and making decisions about community grant applications.

2. PROCEDURE

1) Application Deadlines

a) For an application to be considered eligible, all applicants must submit a complete application and any supporting documents before the following deadlines:

(i) Community ~~Initiative~~ Grants:

1) Noon, last business day of April (ii)

~~Special Events grants:~~

~~1) Noon, last business day of April 2)~~

~~Noon, last business day of September (iii)~~

~~Community Safety Grant:~~

~~1) Noon, last business day of April~~

2) Award Process

a) The committee shall complete a written evaluation matrix showing each applicant's score on each of the eligibility requirements set out in the Community Grants Policy.

b) The committee shall determine funding allocation based on overall scoring in relation to the total budget available.

c) The committee may award:

(i) The total funding requested;

(ii) A portion of the funding requested; or

(iii) No funding at all.

3. EXTENSIONS

a) The successful applicant may apply for an extension to the ~~one year completion~~ term of the grant.

To apply, the applicant must provide a written letter to the Manager of Community Social Development at least one full month before the grant completion date. The letter must include:

i. Reason why the extension is needed

- ii. New completion date
- ~~iii.~~ iii. Financial record of funds spent to date
- ~~iii-iv.~~ iv. Update on project progress to date

4. CONFIDENTIALITY

- a) Information submitted in support of an organization's application will be kept confidential.
- b) Information on successful applicants will be made publicly available, this includes: the name of the applicant, a description of the project, and the amount of funding awarded.

5. DEFINITIONS N/A

6. RELATED DOCUMENTS

- a) Community Grant Policy [47-2017CSD-001](#)
- b) Community Grant Selection Committee Bylaw 2017-16

AUTHORIZATION:

Lisa de Soto, P.Eng.
Chief Administrative Officer



Request for Decision

DATE OF MEETING: March 1, 2022 **Agenda #:** H-3

TO: Council

SUBJECT: Appointment of Assessment Review Board General Chair

SUBMITTED BY: Sara Jones, Executive Assistant

RECOMMENDATION: That Council appoint Mayor Sean Krausert as the General Chair of the Assessment Review Board until December 31, 2024.

EXECUTIVE SUMMARY

At the October 26, 2021, Annual Organizational Meeting, when Council and public members were appointed to the Assessment Review Board (ARB), there was a motion that was missed in error by Administration – for Council to appoint one of the ARB members as the board’s General Chair.

Note, the ARB is used to represent both the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The *Municipal Government Act (MGA)*, sections 454.1(2) and 454.2(2) requires Council to appoint a General Chair to the ARB. As stated below, the General Chair is not the presiding officer for the review board. The provincial member on the board is the presiding officer for every panel of a composite assessment review board hearing, as per section 454.21(5) of the *MGA*. On the local assessment review board, where the panel consists of 3 members, the panel members must choose a presiding officer from among themselves, as per section 454.11(4) of the *MGA*. If the hearing is a one-person panel, that member is the presiding officer (section 454.11(5) of the *MGA*).

DISCUSSION

The General Chair is the board’s chair and is not necessarily the presiding officer for the review board hearings. The presiding officer is a board member that leads and guides a review board hearing, whereas the General Chair is more of the administrative liaison representing the board members outside of the hearings.

It is recommended that the General Chair be a member of Council as they are in constant communication with administration, making it a natural role for a Council member to take on.

It should be mentioned, in Canmore we have yet to use the General Chair position to perform any actions that would differ from the other board members. This appointment is to meet the requirement set out in the *MGA*. It is assumed that in larger municipalities, where there are several board members and hearings, that the General Chair may assist with scheduling, communicating updates, and providing guidance to board members. In Canmore, the ARB Clerk performs these actions.

ANALYSIS OF ALTERNATIVES

Council can appoint any member of the ARB as the General Chair. Below are all the current members of the ARB and the years of experience they have on the board:

- Mayor Krausert – 8 years
- Councillor Karen Marra – 4 years
- Councillor Joanna McCallum – 1 year
- Martin Buckley – 3 years
- William Foden – new as of October 2021
- Dale Hildebrand – 3 years
- Michelle Ouellette – new as of October 2021
- Andrea Williams – 3 years

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Sara Jones Executive Assistant	Date:	<u>February 8, 2022</u>
Approved by:	Cheryl Hyde Municipal Clerk	Date:	<u>February 9, 2022</u>
Approved by:	Therese Rogers GM of Corporate Services	Date:	<u>February 11, 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date:	<u>February 11, 2022</u>



Request for Decision

DATE OF MEETING: March 1, 2022 **Agenda #:** H-4

TO: Council

SUBJECT: 2022 Forest Resource Improvement Association of Alberta (FireSmart) Grant Funded Projects

SUBMITTED BY: Keri Martens, Acting Fire Chief

RECOMMENDATION: That Council approve the submission of an Expression of Interest for the 2022 Forest Resource Improvement Association of Alberta (FRIAA) grant.

EXECUTIVE SUMMARY

A request for an Expression of Interest (EIO) is open for the new round of grant funding through the Forest Resource Improvement Association of Alberta (FRIAA). The Town of Canmore has successfully applied for and received grants through the FRIAA program in the past. This funding has allowed for several FireSmart projects to take place around the community including fuel modification, plan development and public education.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council approved the Wildfire Mitigation Strategy (motion 102-2018) which includes the work outlined in the application.

DISCUSSION

If approved by council, this request and subsequent resolution will become part of the detailed application package for the 2022 FRIAA grant program.

The area of focus for this round of applications is planning, there is no opportunity to apply for vegetation management. The Town would like to submit two grant applications. The first will be to update the existing Town of Canmore Wildfire Mitigation Strategy. This will review the 2018 edition of the strategy allowing us to gather information that will inform future vegetation management projects based on historical work and new developments throughout the community.

The second grant submission will be to develop a strategic level Wildfire Preparedness Guide and update the existing tactical level Structure Protection and Sprinkler Plan. One of the findings of the 2021 fall exercise we held was that the 2019 Structure Protection Pre-plan is out of date due to new developments and changes to the larger fuel break developments that have been completed since then.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

Each grant request is for \$15,000 for a total request of \$30,000. The requests are subject to availability across the award process. The maximum allowable funding for any given project is \$200,000.

If the Detailed Application is not submitted, a request to fund these plan updates would go through the Town’s normal budgeting process.

If the FRIAA grant is approved, administration will return with a request to add a new capital project to be funded from the FRIAA grant.

If the grant is not approved, the updates will not take place at this time.

STAKEHOLDER ENGAGEMENT

Industry, planning and emergency management officials will be included where appropriate in updating and adjusting the plans.

ATTACHMENTS

N/A

AUTHORIZATION

Submitted by:	Keri Martens Deputy Fire Chief	Date: <u>16 February 2022</u>
Approved by:	Sally Caudill General Manager Municipal Services	Date: <u>16 February 2022</u>
Approved by:	Lisa de Soto Chief Administrative Officer	Date: <u>23 February 2022</u>